DOCUMENT RESUME

ED 140 895 JC 770 339

TITLE Illincis Community College Board Management Information Systems Manual. Eighth Edition.
INSTITUTION Illinois Community Coll. Board, Springfield.
PUB DATE May 77
NOTE 147p.; Appendix B has been deleted due to poor reproducibility

EDRS PRICE MF-$0.83 HC-$7.35 Plus Postage.
DESCRIPTORS Community Colleges; Computer Oriented Programs; Data Bases; *Data Collection; Data Sheets; *Junior Colleges; *Management Information Systems; *Manuals; *State Programs; Statewide Planning
IDENTIFIERS Illincis

ABSTRACT

This manual serves as a guide for Illinois community college personnel in complying with the data requirements of the Illincis Community College Board's Management Information System (MIS). Section I of the manual contains an introduction, general information, a schedule of due dates for various data submissions to the Board, and the policy for access to the ICCB computer files. Section II contains the Board's modified NCHEMS program classification code, HEGIS program category classification, the faculty and staff classification structure, and facilities room use category codes. Section III contains the detailed data card formats, explanations, and examples which are designed to help the personnel at the colleges complete the various forms for data reporting. This section is further divided into parts dealing with each of the MIS subsystems. Section IV, the MIS Data Base Directory, is not included in the manual but is meant to be inserted by users. The manual is intended for use with other MIS documents, some of which are available in the ERIC system, such as the handbook for the Facilities Inventory and Utilization subsystem (ED 131 905) and the handbook for the Faculty and Staff Utilization subsystem (ED 131 906). (JDS)

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ILLINOIS COMMUNITY COLLEGE BOARD

MANAGEMENT INFORMATION SYSTEMS MANUAL

EIGHTH EDITION

APPROVED BY THE ILLINOIS COMMUNITY COLLEGE BOARD FOR FY1978 AND FUTURE YEARS (EFFECTIVE JULY 1, 1977)

ILLINOIS COMMUNITY COLLEGE BOARD
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OFFICE OF PLANNING & RESEARCH
IVAN J. LACH
ASSOCIATE DIRECTOR
MAY 1977

JE 770 339

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PREFACE

The Management Information Systems Procedures Manual retains the same general format as previous editions and has been divided into four sections, each pertaining to a given general topic.

The Illinois Community College Board has approved the use of this eighth edition of the MIS Manual for FY1978 and future years because only a few revisions in the manual are necessary each year. Although we foresee very few changes or revisions to this MIS Manual, when such revisions are necessary we will send you the revised or additional pages only to add to your manual.

In planning this manual, it was envisioned that the pages would be placed in a three-ringed notebook with each section separated by an appropriate divider. Therefore, a margin has been retained to permit ring holes to be punched.

The sections of the manual are listed below:

Section I . . . General Information
Section II . . . Classification Structure
Section III .... Data Card Formats
Section IV . . . ICCB Data Base Directory
Appendix A . . ICCB MIS Modular Implementation Schedule
Appendix B . . Copies of Course and Curriculum Approval Request Forms (Form 15 and 20A)

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HIGHLIGHTS OF REVISIONS IN THE ICCB MIS MANUAL

The MIS Manual for FY1978 remains essentially the same as the FY1977 Manual with the exception of more detailed and improved explanations and descriptions. The only revisions made to the manual are the following:

1. A change in the tape mailing procedure which limits the number and types of files submitted on tape, as well as blocking factors and data set names.

2. The addition of a card file mailing procedure and transmittal form.

3. The inclusion of detailed instructions on how to update ICCB files.

4. A modification of the instructions on the submission of S-6 data.

5. A modification of the Student Data Base Requirement (E-1 Card) which replaces the present E, Y, and Z cards with one card, the E-1.

6. A change in the format of the 'SO' apportionment claim header card.

7. A modification (correction) in the P-5 card.

8. A change in the definition of instructional period which provides for a maximum of four terms for reporting purposes to the ICCB.

9. A revision in the S-3 card format which provides a field for locally used course section numbers that are more than two digits long.

S E C T I O N I

General Information

INTRODUCTION

Formerly, the ICCB MIS Manual served many of the functions which are presently served by the ICCB MIS Documents such as the Conceptual Design, The Data Base Directory, and The Facilities Inventory and Utilization Handbook, The Faculty Utilization Handbook, and the various Program Documentation Manuals. Hence, the present MIS Manual attempts to supplement these documents and not duplicate them. Therefore, this manual is intended for use with these documents. In addition, this manual will be supplemented with MIS Memoranda during the year as needed.

Starting with FY75 (July, 1974), the first module (Course and Curricula Approval and Apportionment Claims Processing Module) of the seven modules developed by Systems Research, Inc. for the new MIS was implemented. Other modules were implemented on a "phase-in" schedule during FY1975 and FY1976. In FY1976, the full implementation of the faculty and facilities modules took place. At this time, the community colleges are involved with an almost complete ICCB MIS System. The only module left to complete in FY1978 is the student base policy analysis subsystem. The input for this module is already being provided by the colleges, via the "Y" and "E" cards, however.

These modules of the ICCB MIS will permit data to be aggregated in a variety of ways to supply the requests of the community colleges, state agencies, legislative staffs, and certain reporting entities, such as RAMP/CC.

Section I of this manual contains an introduction, general information, a schedule of due dates for various MIS related submissions to the ICCB, and the policy for access to the ICCB computer files.

Section II contains the HEGIS discipline and curriculum code numbers both in numeric and alphabetical order.

Section III of this document contains the detailed data formats, explanations, and examples which are designed to help the personnel at the colleges complete the various data requirements of the ICCB Management Information System. This section is subdivided into various parts which deal with each of the subsystems of the MIS system.

We suggest that this manual be kept in a three-ring notebook with the directory being inserted as Section IV. We also suggest that the MIS memos for FY1978 be inserted following the MIS Manual in the same notebook.

SCHEDULE OF DUE DATES FOR MIS RELATED SUBMISSIONS TO THE ILLINOIS COMMUNITY COLLEGE BOARD

Apportionment Claims and Course Enrollment Data (S-3 Cards)

Regular Claims -------- Due within 30 days after the midterm apportionment period.
Supplementary Claims -- Due within 30 days after the end of the term.
Corrections ---------- Due within 60 days after the end of the term.

Course Resource Data (S-6 Card)

Generally submitted with the S-3 apportionment cards, but due within 30 days after the end of the apportionment period (reporting period).

Student Enrollment Cards (Y Cards and E Cards)

No longer required. Replaced by E-1 Cards, starting with Fall FY78 semester.

Faculty and Staff Inventory Data (P-2, P-5, and P-7 Cards)

1. Faculty and Staff Data for all of FY1977 for full-time teaching faculty and for all full-time professionals including administrator and counselors due by August 1, 1977.

   Data for part-time teaching faculty is optional. Colleges that desire to have ICCB produce faculty and staff reports for them to use in RAMP/CC or Unit Cost Study must have data submitted prior to the time needed and must include part-time faculty data.

Facilities Inventory Data

1. Updates made as needed by changes in campus facilities only.

Student E-1 Card Data and Opening Term Enrollment Reports

Term enrollment reports based on end of registration counts (snapshot count on a given day) will be due on the following dates:

Fall Term Due Date ---------- October 10, 1977
Winter Term Due Date ---------- Two weeks after the 10th day of the term or February 15, whichever is later
Spring Term Due Date ---------- Two weeks after the 10th day of the term or March 15, whichever is later
Summer Term Due Date ---------- Two weeks after last day of the term.

Note: E-1 Cards for late enrollments are due 30 days after the end of the term.

Curriculum Enrollment Data (Z-1 Cards)

No longer required. Replaced by the E-1 Cards, starting with Fall FY78 semester.

Resource Allocation and Management Plan (RAMP/CC) for FY1979 due August 1, 1977

FY1977 Unit Cost Study Data due September 15, 1977

1. Unit Cost Study

Statewide Occupational Student Follow-Up Study

1. Third Year Follow-Up Survey Report due to the ICCB March 1, 1978. (Note: Employer Survey Not Required.)

Salary Survey

ICCB Faculty and Administrative Salary Survey due November 15, 1977.

College Budgets

Due at the ICCB on October 15, 1977.

College Audits for FY1977

Due at the ICCB on December 1, 1977.

Uniform Financial Statement

Due at the ICCB on December 1, 1977.

Chargeback Certificate

Due at the ICCB on December 1, 1977.

Report of Published Financial Statement

Copy of statement with evidence of publication due at the ICCB on December 1, 1977.

REPORTING PERIOD

For purposes of reporting enrollments via the E-1 card, as well as apportionment, and to ensure that all students are accounted for, it is essential to define reporting periods which include every day in the fiscal year. Hence, the reporting period for both the E-1 cards and the S-3 cards will be the Instructional Term. Note that the definition of Instructional Term is exactly the same as for an Apportionment Period. This will keep the definitions consistent for all uses. (This definition was changed so that it is consistent with State Funding and the Unit Cost Study.)

The definition of an Instructional Term accounts for all days within the fiscal year. The definition is shown below:

> An instructional term includes any course or section of a course that has a midterm after the last day of the previous term and through the last day of the current term. All courses and short terms having a midterm date after the end of the spring term should be reported as a part of the summer term and in the next fiscal year. For statewide reporting purposes the summer term is the first term of the fiscal year (all short summer terms should be reported together) and the spring term is the last term of the fiscal year.
>
> Note: A course fits into a given instructional term only if its midterm date is within the instructional term.

Since courses can begin at any time during the term or between terms, this definition can include courses which start in the previous term, between terms, or during the term, as long as the midterm of the course falls within the instructional term in question.

Enrollments are reported for a given instructional term only if the enrollments are in courses which are a part of that instructional term (i.e., courses which have their midterm dates within that particular term).

For variable entry-variable exit students, an average time of attendance to complete the course must be utilized to determine the midterm which will determine in which instructional period these students should be reported:

The instructional period codes are as follows:

Code	Instructional Period (Apportionment Period)
1	Summer Term *
3	Fall Term
4	Winter Term
6	Spring Term

*Note: Summer term now includes all courses or interterms having a midterm date after the last day of the spring term.

Example 1: If the regular school calendar shows the following regular terms:

Summer - June 20 - August 20
Fall - September 5 - January 5
Spring - February 5 - June 5

Summer 1 (code 1) Instructional Period - All courses with midterm dates from June 6 through August 20

Fall (code 3) Instructional Period - All courses with midterm dates from August 21 through January 5

Spring (code 6) Instructional Period - All courses with midterm dates from January 6 through June 5

Note that the instructional periods overlap the regular college terms.

The Instructional Term definition is identical to Apportionment Period. The policy which defines when to report enrollments for apportionment is #27.21S in the ICCB Manual of Policies, Procedures, and Guidelines (Redbook) and appears below:

#27.21S Any course or section of a course will be considered a part of the term in which its midterm falls for the purposes of credit-hour and equalization grant claims. If the midterm falls between terms, the course or section of a course will be considered a part of the next succeeding term. Any "variable-entry" or "variable-entry, variable-exit" course with a determinable midterm will be considered a part of the term in which its midterm falls or, if the midterm falls between terms, it will be considered a part of the next succeeding term. "Variable-entry" or "variable-entry, variable-exit" courses for which a midterm cannot be determined will be claimed as a part of the term in which the credit hours are actually generated. If the midterm (or credit hours generated if a midterm cannot be determined) falls after the end of the spring term, the course shall be claimed as a part of the summer term of the next fiscal year at the rates in effect for that summer term. Beginning and ending dates for each term shall be determined by the official college calendar for each district.

NOTE: A modification to the definition of an instructional period (apportionment period) is being proposed to the ICCB which would include short terms and courses which are held after the spring term but end on or prior to June 30 as part of the spring term and in the fiscal year in which they are completed. If these definitions are changed, we will send you a revision to Section I, pages 4 and 5.

PROCEDURE FOR ACCESS TO ICCB PUBLIC COMPUTER FILES VIA TSO

The ICCB MIS system is designed to serve not only the ICCB, but also the community college directly by providing meaningful analyses and reports to them and indirectly by responding to information requests for public information about the whole system of community colleges of Illinois. To utilize the various features of the MIS system at the local level, the ICCB has approved a policy for access to the public files of the system by community colleges and other agencies. Hence, this makes it possible for a community college to access the ICCB Course Master File, for example, to check their latest course approvals.

A. To apply for access to the ICCB public files via TSO a request and an application for an account must be made to the ICCB. To obtain the application forms contact or write to:

Data Base Manager
Illinois Community College Board
518 Iles Park Place
Springfield, Illinois 62718

Upon receipt of the request, the ICCB MIS staff will check the form for accuracy and completeness and forward the request to the Consolidated Administrative Computer Center at the University of Illinois for their consideration. When the account number is activated, the MIS staff will notify the requesting school by mail that the account number is functional, and at the same time, forward the necessary documentation and procedures to enable the school to access public files via terminal.

B. Cost considerations

1. Hardware

The Consolidated Administrative Computer Center limits the type of terminal hardware that they will allow to access their system to those types which are IBM 2741 compatible. Specifically, those that they recommend are:

TYPE		APPROXIMATE COST PER UNIT PER MONTH
Printing) Terminals)	IBM 2741 IBM 3767	$168.00
CRT))	INFOTON INFOTON Vistar II	$85.00 $50.00

A telephone coupler is also necessary for each unit, and these lease for approximately $15.00 per month.

2. Telephone charges

Dial-up access over standard telephone lines would be charged at regular rates for long distance calls. Schools can either dial into the Chicago computer system or into the Urbana system based upon the proximity of the school to the computer center.

3. Processing charges

CACC bills for processing based upon 'accounting units'. Currently, the rate is $.08 an accounting unit. It has been our experience that a CRT will generally use from 1-2½ accounting units per minute while accessing the course master file.

POLICY ON INFORMATION ACCESS

(Approved by the ICCB April 18, 1975)

It is the policy of the Illinois Community College Board to make available information on the public community colleges in Illinois and their operation in accordance with state and federal statutes. To facilitate planning and operations, the Board encourages access to this information by the colleges and state agencies. At the same time, the Board requires that lawful restraint on the public availability of information be enforced where necessary to protect the privacy of individuals, and that adequate safeguards be implemented by Board staff to protect these data from unauthorized access.

The ICCB staff will identify machine-readable (computer) files as public, working or restricted files.* Public files will be available to any institution, agency, or citizen, upon application, within a reasonable time, and at a cost to the requestor in accordance with state charges for these data or for the cost of reproduction of the files and any associated descriptive or interpretative materials. Examples of public files include inventories of ICCB approved courses and curricula, institutional characteristics data, enrollment data, and facilities inventory data.

Working files are those files created, modified, and used by Board staff in the course of their activities. These files will not ordinarily be made publicly available, but may be made available in response to formal requests to the ICCB by state agencies, federal agencies, and institutions in accordance with current practice for similar data in other forms.

Restricted files are those which, by law or custom, are held confidential. These files include the student-based policy data system and the faculty inventory. Since these files contain names, addresses, and other data considered confidential, they shall be made available only in accordance with appropriate statute or regulations, except, however, an Illinois community college may obtain longitudinal data for its own students for bona fide research, provided that the institution, in requesting the data, agrees to provide the same safeguards to the data that the Board itself would provide.

The Board will take appropriate action to safeguard all files from unauthorized changes in the data, but will not warrant to any party the accuracy of machine-readable data beyond the reasonable and prudent measures taken by data processors to prepare and verify data and prevent unauthorized access.

Community colleges and other agencies may obtain access to the ICCB computer files designated as "public files" by request from the ICCB staff. The users must comply with procedures and guidelines established by the ICCB staff for this purpose. The access provided to these users will have read-only capability to the computer data files. The capability to edit these files will be reserved for the ICCB staff only.

* Machine-readable files are those on magnetic tape or magnetic disks from which the data can be read by computers or communications equipment.

All ICCB files shall be protected to prevent unauthorized access to data. A system of account numbers and passwords will be implemented which will provide the following safeguards:

1) restricted files;
   a) read-only access limited to ICCB staff members;
   b) write access limited to selected ICCB MIS staff members;

2) working files;
   a) read-only access limited to ICCB staff members and to agencies making formal requests to the ICCB;
   b) write access limited to ICCB staff members;

3) public files;
   a) read-only access to all authorized users;
   b) write access limited to selected ICCB MIS staff members.

The security of the account number and password system will be maintained by periodically changing the access passwords to all files.

Illinois Community College Board
Management Information System
Standard Procedure

Department	Issued	Number
MIS	2/25/77	ICCB0050
Subject	**Effective**	**Page**
Submission of MIS Data by Colleges on Cards	4/1/77	
Distribution	**Frequency**	**Supercedes**
Community College MIS Liaison Officers	as needed	

A) Introduction

Colleges are now required to use the card transmittal form (See attached) for all card deck submissions to the ICCB.

B) Procedure for Card Preparation by the Colleges

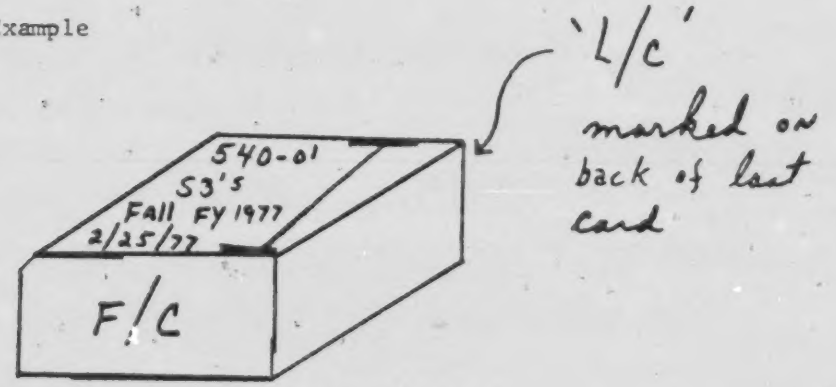
1) Mark the face of the first card in the deck with 'F/C' (for first card). Use a broad tip fiber pen.

2) Mark the back of the last card in the deck with 'L/C' (for last card).

3) Mark the top of the card deck (size permitting) with the following information:

a) District/campus number
b) Card type
c) Term
d) Fiscal year
e) Date submitted

Example



4) Interpret the following card types:

a) S0, S3, S6, S7
b) Z1's

5) Prepare a transmittal form with the following information: (See attached example)

a) College name
b) District and campus number
c) Types of cards present in the deck (s3, S6, etc.) and the term and fiscal year for which these cards are applicable.
d) The update codes present in the deck (adds, changes, deletes)
e) The date submitted
f) The name and phone numbers of the person who should be contacted in case there are problems.
g) Any special instructions, comments, etc. which will facilitate the processing of the cards.

6) Package the cards and transmittal forms together in a secure container.

7) Mail or ship the cards and transmittal forms to:

Paul Camp
Data Base Manager
Illinois Community College Board
518 Iles Park Place
Springfield, Illinois 62718

Illinois Community College Board

TRANSMITTAL FORM FOR CARD DECKS

CARD MAILINGS FOR ICCB MIS

a) College Name: _____

b) District: _____

c) Types of Cards Present in Deck (S3, S6, ---etc.)_____

For _____Term, FY19?_____

d) Update Codes Present in Deck (Check those applicable)

_____Adds _____Changes _____Deletes

e) Date Submitted _____/ /_____

f) Person To Contact About the Submission: Name _____

Phone #_____

g) Comments/Special Instructions:

_____

_____

_____

_____

_____

h) If S3 submission, indicate whether regular, supplemental, or correction.

_____

Illinois Community College Board

Management Information System

STANDARD PROCEDURE

Department	Issued	Number
MIS	February 14, 1977	ICCB0040
Subject Tape submission of MIS Data by Community College	**Effective** April 1, 1977	**Page** 1 of
Distribution Community College MIS Liaison Officers, DP Personnel		**Supercedes** ICCB0030

A) Introduction

Colleges may submit selected MIS data on magnetic tape instead of cards directly to the administrative computer center at the University of Illinois. For most efficient processing at the ICCB, we request that only the following data be submitted on tape:
1) apportionment files (S0, S3, S6, S7)
2) student enrollment data (E1 cards)
3) faculty data (P cards)

B) Procedure for Tape Preparation by the Colleges

1) Build the appropriate files (apportionment, etc) onto a nine (9) track tape which is either 800, 1600, or 6250 BPI. THERE MAY BE ONLY ONE FILE PER TAPE. For example, all 'S' cards for a given submission should be in one (1) file on one (1) tape. There should be no separation between the various types of 'S' cards, i.e. the S0 record should be in the same file as the S3's and S6's (if present). No other file can be present on the tape.

2) Prepare two (2) transmittal slips (See exhibit #1) with the following information:
   a) College name
   b) District/Campus number
   c) A description of the file present on the tape
   d) Data set name (the name of the data set as it is present in the tape label for IBM Standard labels and ANSI labels).
      The only data set names that will be used are:
      1) apportionment files (S0, S3, S6, S7)---ICCB.SFile
      2) student enrollment (E, Y, or EI) ------ICCB.EFile
      3) faculty file (P cards)----------ICCB.PFile
      These three data set names are the only ones that will be processed.

   e) Type Label
      SL - IBM Standard Label
      AL - ANSI Label
      NL - No Label

NOTE: ASCII tapes cannot be processed. Use only EBCDIC.

f) Volume-Serial identification.
The external volume serial number that is present on the tape case or reel and is made up as follows:
first three (3) digits ---- district number
second two (2) digits ----- campus number (if tape is for all campuses of a multi-campus system, place '99' in this area.
last digit --- sequence number - each college should make certain that no tapes which are in transit to the University of Illinois Computer Center have the same volume serial identification.

g) record length - always 80 characters/record.

h) blocksize - always 40 records/block or 3200 characters.

i) number of records on this tape.

j) tape density - 800, 1600, 6250 BPI

k) comments (any special instructions or comments that you want).

3) Prepare a return envelope with sufficient postage (stamps to cover the cost of mailing the tape from the UI Computer center to the college).

4) Place the return envelope and a copy of the transmittal form with the tape file.

5) Package the tape, transmittal form and return envelope securely.

6) Mail the tape, transmittal form and return envelope to:

Jim Adelt
728 West Roosevelt Road
P.O. Box 4348
Room 370
Chicago, Illinois 60680

7) Mail the second copy of the transmittal slip to:

Paul Camp
Illinois Community College Board
518 Iles Park Place
Springfield, Illinois 62718

C) Procedure For Tape Processing by CACC, University of Illinois

1) Receive the tape, transmittal slip and return envelope from the college

2) Catalog the tape into the tape library. (The tape librarian keeps track of the tapes with a special mailing log that she maintains.)

3) File the transmittal slip and return envelope.

4) Receive release form (Exhibit #2) from ICCB.

5) Remove tape(s) from library.

6) Package the tape(s) securely.

7) Place the return envelope securely on the packaged tape(s).

8) Mail the package tape(s) to the appropriate college.

Transmittal Slip
Tape Mailings for ICCB MIS

a) College Name_____

b) District_____ Campus_____

c) File description_____

For_____Term, FY 19_____

d) Data Set Name (check 1)

_____ICCB.SFile _____ICCB.EFile _____ICCB.PFile

If ICCB.SFile was checked, indicate whether regular, supplemental, or correction.

_____

e) Type label (check 1)

_____SL (IBM Standard Label)

_____AL (ANSI Label)

_____NL (No Label)

f) Volume - Serial identification_____
(must be prominantly displayed on submitted tape reel)

g) Record length 80

h) Block Size 3200 (No other blocking factor allowed)

i) Number of records on tape_____

j) Tape density (check one)

_____800 BPI _____1600 BPI _____6250 BPI

k) Comments_____

_____

_____

Release Form
Tape Mailings for ICCB MIS

To: CACC Tape Librarian

From: ICCB DATA BASE Manager

Please mail the following tapes to the respective colleges. Follow the procedure as outlined in procedure #ICCB0020.

Vol-Serial	Vol-Serial	Vol-Serial

Comments/Special Instructions

PROCEDURES FOR ERROR CORRECTIONS AND MAINTENANCE OF ICCB FILES

Each individual school has the responsibility for validating the accuracy of all submitted data and for correcting all errors that are created by invalid or incorrect data. This list of procedures is designed to aid the colleges in the correction of data that is present on the ICCB files, particularly in the following files:

Course Master File
Course Enrollment File (S-3, S-6)
Facility Inventory and Utilization File
Faculty and Staff File

A. Course Master File:

The course master file is made up of approved courses for each college, and for any given course, there may be multiple records on file, as the following example indicates:

Record	Seq	Course Credits	Beginning Date	Ending Date
MATH 101	01	3 hours	01/01/76	07/01/76
MATH 101	02	4 hours	06/01/76	--------

In this example, a form 15 was sent in to change the course credit hours from three to four. It was requested that the three hour course become inactive on 07/01/76 and that the 'new' course become effective on 06/01/76.

In order to process apportionment claims, an S-3 card is submitted (course enrollment card) which must match against the course master. An example of S-3 data for the math course illustrated above would be:

Record Type	Course	Course Credits	Beginning Date	Ending Date
S-3	MATH 101	3 hours	01/15/76	06/30/76

An S-3 with this data would match against the example course master file record (Seq 01) for the following reasons:

1) Course prefix and number are identical
2) Course credit hours match
3) The beginning and ending dates on the S-3 record are within the beginning and ending effective dates on the Seq 01 record of the course master file.

Situations that would cause 'kickouts' or unmatched conditions that would result in the course not receiving funding is shown below:

Example 1:

Record Type	Course	Course Credits	Course Beginning Date	Course Ending Date	Error
S-3	MATH 101	4 hours	01/15/76	06/30/76	No variable hour approval

Reason for rejection: The apportionment program found the course MATH 101 on the course master file and the date ranges on the S-3 placed the course with the Sequence 01 course master file record which was approved for 3 hours credit.

Example 2:

Record Type	Course	Course Credits	Course Beginning Date	Course Ending Date	Error
S-3	MATH 101	3 hours	03/15/76	07/15/76	Invalid effective dates

Reason for rejection: The apportionment program found the course MATH 101 on the course master, but the beginning and ending dates on the S-3 did not fall within the range of either the Sequence 01 or the Sequence 02 record on the course master.

Example 3:

Record Type	Course	Course Credits	Course Beginning Date	Course Ending Date	Error
S-3	MAT 101	4 hours	06/15/76	10/15/76	No course on Master File

Reason for rejection: The course prefix on the S03 record (MAT) did not match the course prefix on the course master file (MATH).

** Note that any requested changes on a form 15 will change the beginning and ending effective dates of the courses as new sequences are added. For this reason, great care must be exercised in changing courses. Guidelines for changes are listed below:

A.1) As a general rule, beginning and ending dates of particular sequences would most likely correspond to the beginning and ending dates of a given semester or term.

A.2) Course beginning effective dates cannot be entered as being prior to the approval date (the date placed on the Form 15 as the date the program area of the ICCB approved the Form 15) due to Board policy.

A.3) Beginning effective dates of new sequences may overlap the ending effective date of the prior sequence as follows:

		Seq		Begin	End
A.3.a)	MATH 101	01	3 hours	01/01/76	07/01/76
A.3.b)	MATH 101	02	4 hours	03/01/76	--------

A.4 A change in a course Prefix and/or number does not generate a sequence 02 (or higher) record, but rather a new sequence 01 record since the course prefix and number is part of the key.

If there are any questions concerning changes to the course master file, do not hesitate to write or call, Paul Camp, Data Base Manager, at the Illinois Community College Board (217-782-6977) prior to submitting the Form 15's for approval.

B. Course Enrollment File

The course enrollment file is a complex file generated from the S-3, S-6, and S-7 records submitted by the colleges. It is used to generate many reports, such as apportionment printouts, FTE enrollment reports, certain facility reports, certain faculty reports, and many other special reports and analyses. The following procedures detail the steps to take in correcting errors, deleting invalid data, or adding additional data to the file.

B.1) S-3 Record

B.1.a) All initial submissions of data have an 'A' in column 80

B.1.b) Changes *Note The key area (Column 1-19) of the record is an area that cannot be changed by a change (C in colum 80) card.

B.1.b.1) Changes in headcounts (Columns 36-39, 40-43, 44-47, 48-51, 52-55, 56-59) are arithmetic (addition or subtraction). The first 19 columns must be filled in exactly as the original S-3 record on file. For additional enrollments, only the additional amounts should be entered. For negative changes, only the amount to be subtracted should be entered by a minus overpunch of the number. Place a 'C' in Column 80.

B.1.b.2) Changes in other (non-headcount fields) are by substitution. (Columns 20-25, 26-31, 32-35). The first 19 columns of the record must be filled in exactly as the original S-3 record on file. Only the field(s) that require(s) changing need be filled in. Place a 'C' in Column 80. Note also that both changes in headcounts and non-headcount fields may be sent in on the same card.

B.1.c) Deletes

B.1.c.1) Due to the critical nature of the course enrollment file for determining enrollments for the eight funding categories, it is necessary to remove erroneous or extraneous data from the file. It has been the practice of some colleges, if they have submitted data with errors in columns 1-19 of the S-3 record, to leave the erroneous record in file, and just submit a new S-3 record with the correct data. This practice results in the inflation of FTE enrollment totals for the college and it is difficult to reconcile these figures at the end of the year.

**B.1.c.2) Due to the structure of the course enrollment file, a deletion of the S-3 record also deletes the corresponding S-6 data on file, for it is usually the case that if an error is present in columns 1-19 of the S-3, the same error is present in columns 1-19 of the S-6. For this reason, if an erroneous S-3 is being deleted and a corrected version is to be added, the corresponding S-6's must also be added. S-7's are not affected.

B.1.c.3) To delete an S-3, duplicate columns 1-19 of the original erroneous S-3 and place a 'D' in column 80. Note that this will not be the procedure for deleting an erroneous S-6.

B.2) S-6 Records

B.2.a) All initial submission of data have an 'A' in column 80

B.2.b) Changes - due to the complexity of the key area on the S-6 card, we discourage the use of change cards for making error corrections.

B.2.c) Deletes

B.2.c.1) To delete an S-6 record, duplicate the erroneous S-6 record in its entirety from column 1-79. Place a 'D' in Column 80.

B.2.c.2) In most cases, a delete to correct an error situation will be followed by an add card. Prepare a corrected card in its entirety from columns 1-79. Place an 'A' in column 80.

C. Facility Inventory Records

C.1) The Facility Inventory File consists of the following record types:

F-3, F-6 (Facility Data)
B-3 (Building Data)
R-3 (Room Data)

In order to better understand how the updating of this file is accomplished, the following excerpt from the 'Facility Inventory and Utilization System/System Documentation' Manual is provided:

C.1.a) If the transaction contains an 'A' (Add) in the update field, an attempt will be made to add the record to the master file. If a record with the same key (campus, facility identifier, building identifier, room identifier) is found on the master file, the update transaction will be ignored and the message:
'INVALID UPDATE - RECORD IGNORED'
will be printed on the output report along with the key information identifying the record. If no match is made, the record will be added to the master file.

C.1.b) To modify records already existing on the master file, an update code of 'C' (Change) must be used. Only those fields that must be modified (non-blank fields) and the key information (campus, facility, building, and room) are required on the input record, and the non-blank fields will replace data currently maintained in the record. If an attempt is made to modify a record that doesn't presently exist on the file, the message:
'NO MASTER RECORD FOR UPDATE'
will be printed along with the key information identifying the record on the printed output report. The record will be ignored and processing will continue.

C.1.c) To delete a record, an update code of 'D' (Delete) plus the key information is required. If the record to be deleted does not exist the following message will be given:
'NO MASTER RECORD FOR UPDATE'
along with the key information from the delete record on the printed output report.
A specific hierarchy of records is not required to build the facility file. Thus, room information may be added without the corresponding building information pre-existing on the master file. The user should check the facility, building, and room reports to ensure that all records have been added to the correct section of the file and that the hierarchical file integrity does exist.
Each record input to the file is denoted by the length of the key information as well as the record type. Facility records require only a facility identifier; building records require both a facility and building identifier; and room records require a facility, building, and room identifier. The user will, therefore, have to exercise care when deleting higher level (facility or building) records from the file. If, for example, a facility record is deleted from the master file, all building and room records relating to that record will also be deleted.

The following messages, along with the key information of the highest level record being delted, will be given when deleting facility, building, or room records, respectively:
'FACIL/BUILD/ROOM RCDS DELETED'
'BUILDING/ROOM RECORDS DELETED'
'ROOM RECORD DELETED'
After each update run, all messages should be checked to ensure that the correct action was instituted.

C.2 Updating the Facility File

C.2.a) Adds. The key area of the Facility records are in columns 1-23. To add records to the file, follow the data formats as specified in Section III, Pages 41-48 of the 'MANAGEMENT INFORMATION SYSTEMS PROCEDURES MANUAL FOR FISCAL YEAR 1978 , placing an 'A' in column 80.

C.2.b) Changes. * Note that the key is in columns 1-23 of the Facility cards and cannot be modified with a change card.
A change to any field on any of the records (F-3, F-6, B-3, R-3) is done by duplicating the First 23 positions of the record as it is present on the file, and then providing the corrected data only in those fields that need to be modified. Place a 'C' in column 80.

C.2.c) Deletes. *Note the restrictions outlined in Section C.1.c above. To delete a record (or series of records), duplicate columns 1-23 of the record as it appears on the file. Leave columns 24-79 blank. Place a 'D' in column 80.

D. Faculty and Staff Records

D.1) The faculty and staff file consists of the following records:
P-2, P-3, P-4, P-5, P-7
In order to better understand the procedures for maintaining the file, the following excerpts from the 'Faculty and Staff Module System Documentation is provided.

D.1.a) If the transaction contains an 'A' (Add) in the update field, an attempt will be made to add the record to the master file.
A specific hierarchy of records is required to build the faculty master file. Thus, appointment information requires previously input faculty information, assignment information may not be added unless the corresponding appointment information was previously added, and activity information may not be added without the corresponding assignment information. This hierarchical

structure exists to insure the accuracy of the information that exists on the file. Many of the reports use information from several different levels of the structure.

Each record input to the file is denoted by the length of the key information as well as the record type. Faculty information records require only a social security number; appointment records require both a corresponding social security number and an appointment number; assignment records require a social security number, a corresponding appointment number, and an assignment number; activity records require a social security number, a corresponding assignment number, and an activity number.

If an attempt is made to add a record to the file and a higher level record does not exist for the given record, then a message will be printed and the record will not be added. If the message:

'NO ASSIGN DATA RCRD FOR UPDATE'

is given preceded by the record key, then the assignment record and/or the appointment record and/or the faculty information record for the given activity record is missing.

If a record with the same key (campus, social security number, appointment number, assignment number, activity number) is found on the master file, the update transaction will be ignored and the message:

'INVALID UPDATE - RECORD IGNORED'

will be printed on the output report along with the key information identifying the record. If no match is made, the record will be added to the master file.

D.1.b) To modify records already existing on the master file, an update code of 'C' (Change' must be used. Only those fields that must be modified (non-blank fields) and the key information are required on the input record. The non-blank fields will replace data currently maintained in the record. If an attempt is made to modify a record that doesn't presently exist on the file, the message:

'NO MASTER RECORD FOR UPDATE'

will be printed along with the key information identifying the record on the printed output report. The record will be ignored and processing will continue.

D.1.c) Again, because of hierarchical file structures, the user will have to exercise care when deleting higher level (faculty information, appointment, or assignment) records from the file. If, for example, a faculty information record is deleted from the master file, all appointment, assignment, and activity information relating to that information record will also be deleted.

The following messages, along with the key information of the highest level record being deleted, will be given when deleting faculty information, appointment, assignment, or activity records, respectively:

'FACULTY-STAFF RECORDS DELETED'
'APPT/ASSIGN/ACT RCRDS DELETED'
'ASSIGNMENT/ACTIVITY RCDS DLTD'
'ACTIVITY RECORD DELETED'
These messages will be given even if no lower level members exist in the hierarchy.
After each update run, all messages should be checked to ensure that the correct action was instituted.

D.2.c) Deletes. *See restructions in D.1.c above.
Duplicate the first 22 positions of the record(s) that should be deleted. Place a 'D' in column 80.

PROCEDURES FOR ICCB MIS STUDENT DATA

At its March 18, 1977 meeting, the ICCB approved a change in the ICCB MIS Student Data Base requirements and procedures. The change replaces the present E, Y, and Z cards which were required each term with one card, the E-1 card, effective Fall Term 1977 (FY1978). This revision was made so that the student data on the E-1 cards could be utilized for many of the complex 10th day enrollment reports and to make student data reporting easier at the community college level. Utilizing the one card rather than three separate cards also makes the processing of student data more manageable in the ICCB Office. The exact format of the E-1 card will be specified in the FY1978 MIS Manual. The procedures for submitting the E-1 card data are also subject to final review by the MIS Technical Committee but will basically contain the following changes from last year.

1. E-1 cards will be submitted immediately after the end-of-registration or approximately the 10th day of the term. This is necessary because the E-1 cards will be used in place of most of the enrollment reports. Only the enrollment reports based on course enrollments will be required in addition to E cards.

2. E-1 cards for students enrolling during the term, after the end of regular registration period, will be submitted at the end of the term. These additional cards will be added to the E-1 cards submitted at 10th day and will provide cumulative enrollment report data.

3. The E-1 card for each student must contain the curriculum prefix and number of the program in which the student is enrolled at the community college. Note: This curriculum prefix and number must match the prefix and number of the curriculum on the ICCB master file exactly. Students who do not have a declared program should be reported in the non-declared curriculum which each community college has on its file. The code for this curriculum is NDCLD CURR. The curriculum code on the E-1 card will enable the ICCB to generate curriculum enrollment reports without the need for acquiring the Z cards.

4. The student data file at the ICCB, through the use of the E-1 cards, will provide a comprehensive student data base on Illinois Community College students. This student data base will enable analyses of student characteristics and student flow, as well as several other types of studies.

Illinois Community College Board
Management Information System
Standard Procedure

Department	Issued	Number
MIS	3/1/77	ICCB0060
Subject	Effective	Page
Submission of Form 15 and Form 20 Data on Cards	4/1/77	1
Distribution	Frequency	Supercedes
Community College MIS Liaison Officers	as needed	

A) Introduction

Colleges may now submit the 'M3' and 'M6' cards for Form 15's and the 'D3' and 'D6' cards for the Form 20A's.

B) Procedure for Preparation of the Course and Curriculum Master Cards

I) Adding a new course or curriculum
(Definition: A new course or curriculum is one for which there is no existing corresponding prefix or number present on the course or curriculum master file, even in a withdrawn status.)

a) Complete all items on the Form 15 or Form 20A except the sequence key and the course ending effective data. Please pay particular attention to the following items:

1) complete all the items at the top of Form 15 or Form 20 which are enclosed in the horizontal box. All new approval requests should be marked 'A' for Add.
2) credit hour and contact hour items have two decimal places. For example, request for a 4 credit hour course should be entered as 0 4 0 0 .
3) course initial effective date must be on or prior to the beginning of the first term for which apportionment is desired.

b) Keypunch two cards for each Form 15 or Form 20A using the formats attached to this procedure. Each data element must be keypunched except Columns 54-79 on the 'M6' or 'D6' card. There must be an 'A' in Column 80 on both cards submitted.

c) Fasten the two cards to the Form 15 or Form 20 with a paperclip. (Do not staple) and

d) Submit the Form 15 or Form 20 and the cards to the appropriate ICCB Curriculum staff.

II) Changing an item or series of items except course or curriculum prefix and number (See Item III).

a) Complete all the items at the top of the Form 15 or 20 which are enclosed in the horizontal box. Note all changes should be marked C-Change. A withdrawal is considered a change in Ending Effective Date.

b) Complete all the items at the right side of Form 15 or Form 20 which are enclosed in the square box. The sequence key is the sequence of the old course or curriculum record for which the change is to be applied. The Course Ending Effective Date (withdrawal date) must be after the ending date of any term for which the original course will be eligible for apportionment.

c) Complete only the items that you desire to change, and circle this item in red.

d) Complete the Course Initial Effective Date. This date is the effective date of the change required. For a course to qualify for apportionment for a given term, its effective beginning date must be prior to the course beginning date of the term in which the course is offered. Note: a change in an existing course in effect terminates the course as it existed on the ending effective date specified, and initiates a new sequence of the course which reflects the requested change. Therefore, the sequence is automatically incremented by one. The sequence number indicates the number of changes made to an existing course over a period of time.

e) Keypunch either one or two cards from the Form 15 or Form 20 based upon the following criteria:

1) for any change that requires an 'M3' or 'D3', an 'M6' or 'D6' is also required (because the ending effective date is on the '6' card.)
2) for any change in which the data elements to be changed are only on the 'M6' or 'D6' only the 'M6' or 'D6' need be punched. (For example, a straight withdrawal of a course requires only an 'M6' card.)
3) for any card or cards, columns 1 - 18 must be punched in their entirety.
4) any 'M6' or 'D6' must have the ending effective date punched.
5) There must always be a 'C' in column 80.
6) exluding items 3, 4, and 5 above, only those items which are to be changed need to be punched.

f) Fasten the card(s) to the Form 15 or Form 20A with a paperclip. (Do not staple).

g) Submit the Form 15 or Form 20A and the cards to the appropriate ICCB curriculum staff.

III) Changing a course or curriculum prefix and/or number. Since the course/curriculum prefix and number is part of the key, and determines the unique course/curriculum identifier, any change in course prefix or course number must be made by withdrawing the old course/curriculum on one Form 15 or Form 20Aand adding the new course/curriculum on a second attached Form 15 or Form 20A.

a) Complete the withdrawal form 15 or 20A using the criteria outlined in (d) above.
b) Complete the ADD Form 15 or 20A using the criteria outlined in (I) above.

c) Keypunch an 'M6' or 'D6' for the withdrawal.

d) Keypunch the M3, M6, or D3, D6 cards for the new course.

e) Fasten the 3 cards to the two (2) Form 15's or Form 20's with a paperclip. (Do not staple)

f) Submit the Form 15 or Form 20A and the cards to the appropriate ICCB Curriculum Staff.

Important! Withdrawing a course does not mean that you can come back later and add a course with the same prefix and number. You cannot. If you want to use the same prefix and number for an entirely different course, simply change the data elements in the original record by change cards. Do not attempt to withdraw the course and then re-add. It will not work.

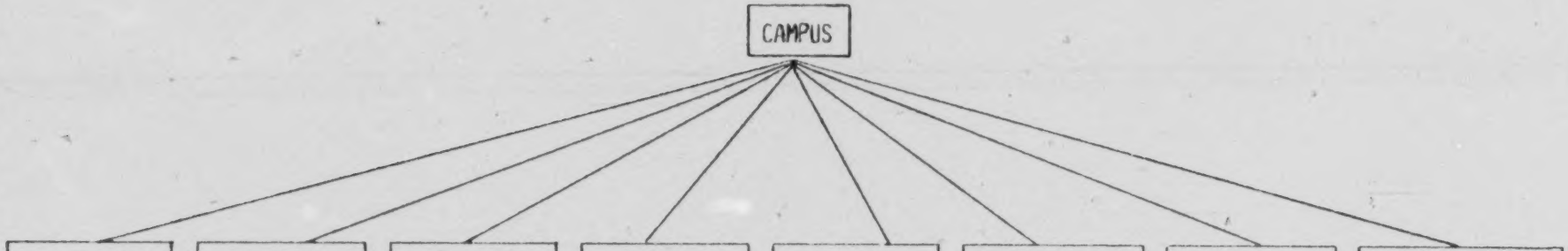
S E C T I O N II

CLASSIFICATION STRUCTURE

1. ICCB Modified NCHEMS Program Classification Structure Code
2. HEGIS Program Category Classification
3. Faculty and Staff Classification Structure
4. Facilities Room Use Category Codes

ICCB MODIFIED NCHEMS

PROGRAM CLASSIFICATION STRUCTURE



1.0 INSTRUCTION

*1.1 Baccalaureate Instruction
1.2 Occupational & Vocational Instruction
1.3 Community Education
1.4 Preparatory & Adult Basic Education
*1.5 General Studies
*1.6 Development and/or Review of Vocational Skills

2.0 RESEARCH

2.1 Institutes & Research Centers
2.2 Individual or Project Research

3.0 PUBLIC SERVICE

3.1 Patient Services
3.2 Community Services
3.3 Cooperative Extension Services
3.4 Public Broadcasting Services

4.0 ACADEMIC SUPPORT

4.1 Libraries
4.2 Museums & Galleries
4.3 Audiovisual Services
4.4 Computing Support
4.5 Ancillary Support
4.6 Academic Administration
4.7 Course & Curriculum Development
4.8 Academic Personnel Development

5.0 STUDENT SERVICE

5.1 Student Service Administration
5.2 Social & Cultural Development
5.3 Counseling & Career Guidance
5.4 Financial Aid Administration
5.5 Student Auxiliary Services
5.6 Intercollegiate Athletics
*5.7 Student Recruitment, Admissions & Records

6.0 INSTITUTIONAL SUPPORT

6.1 Executive Management
6.2 Fiscal Operations
6.3 General Administrative Services
6.4 Logistical Services
6.5 Physical Plant Operations
6.6 Faculty & Staff Auxiliary Services
6.7 Public Relations and Development

7.0 INDEPENDENT OPERATIONS

7.1 Institutional Operations
7.2 Outside Agencies

8.0 SCHOLARSHIPS & FELLOWSHIPS

8.1 Scholarships
8.2 Fellowships

**

9.0 CAPITAL OUTLAY AND PURCHASES FOR RESALE

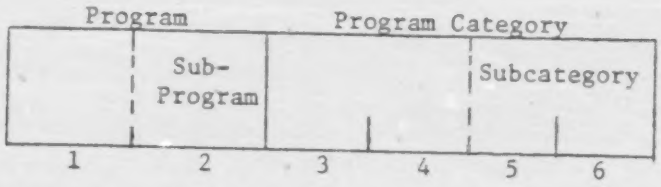
9.1 Cost of Purchase for Resale
9.2 Capital Expenditures
9.3 Capital Cost--Building and Land Improvement
9.4 Capital Cost-Equipment

* Denotes ICCB Modification
** Additional program used in the NCHEMS IEP Listing

ICCB PROGRAM CLASSIFICATION STRUCTURE

CODE	TITLE
1.1.XXXX.XX	Baccalaureate Instruction (delineated to discipline and course level)
1.2.XXXX.XX	Occupational and Vocational Instruction (delineated to discipline and course level)
1.3	Community Education
1.4	Preparatory and Adult Basic Education
1.5	General Studies
1.6	Development and/or Review of Vocational Skills
2.1	Institutes and Research Centers
2.2.XX00	Individual or Project Research (delineated to porgram category)
3.1	Patient Services
3.2	Community Services
3.3	Cooperative Extension Services
3.4	Public Broadcasting Services
4.1	Libraries
4.2	Museums and Galleries
4.3	Audiovisual Services
4.4	Computing Support
4.5.XX00	Ancillary Support (delineated to program category)
4.6.XX00	Academic Administration (delineated to program category)
4.7.XX00	Course and Curriculum Development (delineated to program category)
4.8.XX00	Academic Personnel Development (delineated to program category)
5.1	Student Service Administration
5.2	Social and Cultural Development
5.3	Counseling and Career Guidance
5.4	Financial Aid Administration
5.5	Student Auxiliary Services
5.6	Intercollegiate Athletics
5.7	Student Recruitment, Admissions and Records
6.1	Executive Management
6.2	Fiscal Operations
6.3	General Administrative Services
6.4	Logistical Services
6.5	Physical Plant Operations
6.6	Faculty and Staff Auxiliary Services
6.7	Public Relations and Development
7.1	Independent Operations/Institutional
7.2	Independent Operations/Outside Agencies
8.1	Scholarships
8.2	Fellowships
9.1	Cost of Purchase for Resale
9.2	Capital Expenditures
9.3	Capital Cost--Building and Land Improvement
9.4	Capital Cost--Equipment

SIX DIGIT PCS CODE



The first digit of the code refers to the major objectives of a postsecondary institution. The major programs have been defined by PCS as:

1.0 Instruction
2.0 Research
3.0 Public Service
4.0 Academic Support
5.0 Student Service
6.0 Institutional Support
7.0 Independent Operations
8.0 Scholarships and Fellowships

The second number in the code is used to specify subprograms (subobjectives of the programs). The instruction program contains the following subprograms:

1.1 Baccalaureate Instruction
1.2 Occupational and Vocational Instruction
1.3 Community Education
1.4 Preparatory and Adult Basic Education
1.5 General Studies
1.6 Development and/or Review of Vocational Skills

A program category is a classification of similar or related activities by discipline area or major function. In the Instruction, Research, Public Service, and Academic Support programs, the coding of the program category corresponds to the standard taxonomy of fields of study used in the Higher Education General Information Survey (HEGIS). Four digits are used to denote specific discipline areas. The first two digits specify the program category and the second two define the program subcategory.

Example:
1.1 0502 Baccalaureate Instruction--Accounting
1.1 0503 Baccalaureate Instruction--Business Statistics
1.2 5208 Occupational and Vocational Instruction--Registered Nursing
5.3 0000 Student Services--Student Counseling
4.1 0000 Academic Support--Libraries

PROGRAM (DISCIPLINE) CATEGORIES

0000	General
0100	Agriculture and Natural Resources
0200	Architecture and Environmental Design
0300	Area Studies
0400	Biological Sciences
0500	Business and Management
0600	Communications
0700	Computer and Information Sciences
0800	Education
0900	Engineering
1000	Fine and Applied Arts
1100	Foreign Languages
1200	Health Professions
1300	Home Economics
1400	Law
1500	Letters
1600	Library Science
1700	Mathematics
1800	Military Sciences
1900	Physical Sciences
2000	Psychology
2100	Public Affairs and Services
2200	Social Sciences
2300	Theology
4900	Interdisciplinary Studies
5000	Business and Commerce Technologies
5100	Data Processing Technologies
5200	Health Services and Paramedical Technologies
5300	Mechanical and Engineering Technologies
5400	Natural Science Technologies
5500	Public Service Related Technologies

Section 3. The PCS Program Categories 6600-9900

6600	Agriculture Extension Service
6700	Urban Extension Service
7100	Student Development
7200	Intercollegiate Athletics
7300	Supporting Services
7400	Special Student Services
8100	Central Operations
8200	Functional Operations
8300	Maintenance Operations
8400	Plant Expansion and Modification (Noncapital)
9100	Other Instruction
9200	Other Organized Research
9300	Other Public Service
9400	Other Academic Support
9500	Other Student Services
9600	Other Institutional Support
9700	Institutional Operations
9800	Outside Agencies
9900	Institutions Unique

During FY1977, it was necessary to update the system of coding for courses to insure that the courses are properly assigned to the correct programmatic structure and the corresponding funding category. This change affected PCS code 1.1 which changed from General Academic to Baccalaureate Instruction. Two new PCS codes (1.4 - Remedial/Development and 1.6 - Vocational Skills) were also added. The revision allowed the use of any HEGIS code with any PCS code for PCS codes 1.2 - 1.6. A comparison of the new coding system with the old coding system appears below:

REVISION IN PCS - HEGIS CODING

	Old Coding System		New Coding System	
	PCS	HEGIS	PCS	HEGIS
Baccalaureate	1.1	0101 to 4985	1.1	0101 to 4985
Occupational	1.2	5000s	1.2	0101 to 5999
Remedial/Development	1.5	XX99 1597 1598	1.4	0100 to 5999
General Studies (Other)	1.5	4993 1398 2298 4995 4996 4997 4998	1.5	0101 to 5999
Development and/or Review of Vocational Skills	1.5	4994	1.6	0101 to 5999
Community Education (Non-Credit)		9XXX	1.3	0101 to 5999

EIGHT FUNDING CATEGORIES AS DEFINED BY PCS AND HEGIS CODES

Instructional Category	Old Codes Used Prior to FY1977	New Codes, FY1977 and After
1. Baccalaureate and General Academic	1. All HEGIS Codes under 5000 except those ending with the digits 99 and those in the 4900 series which fall into other classifications below.	1. All courses with PCS code 1.1 and courses with PCS code 1.2 that have HEGIS code between 0100 and 4990. PCS 1.1 HEGIS 0101 - 4989 PCS 1.2 HEGIS 0101 - 4989
2. Business, Personal Services, and Public Services	2. 5001-5005, 5083, 5084, 5085, and 5500 series.	2. Courses with PCS code 1.2 and HEGIS codes 5001 to 5005, 5083 to 5085, and 55XX.
3. Data Processing and Commerce Technologies	3. 5007-5012, 5073, 5074, 5075 5101-5105.	3. Courses with PCS code 1.2 and HEGIS codes 5007-5012, 5073-5075 and 5101-5105.
4. Natural Science and Industrical Technologies	4. All HEGIS Codes in the 5300 series and the 5400 series.	4. Courses with PCS code 1.2 and HEGIS codes 53XX and 54XX.
5. Health Professions	5. All HEGIS Codes in the 5200 series.	5. Courses with PCS code 1.2 and HEGIS codes 52XX.
6. Review of Vocational Skills	6. HEGIS Code 4994	6. All courses with PCS code 1.6
7. Remedial/Developmental Instruction	7. All HEGIS Codes ending with the digits 99 including 4999, plus 1597, and 1598.	7. All courses with PCS code 1.4
8. Other General Studies	8. 1398, 2298, 4993, 4995, 4996, 4997, and 4998	8. All courses with PCS code 1.5

FOUR DIGIT HEGIS PROGRAM CATEGORIES CODES
(These codes may be used with any of the PCS codes)

Number and Name of Discipline Encompassing Several Subject Fields (Curriculums)	Subject field designations which characterize students, faculty, facilities, credit curriculums, projects, etc., having to do with:
AGRICULTURE AND NATURAL RESOURCES	the production of food and management of natural fiber, plant, forest, and wildlife resources.
0101 Agriculture, general	
0102 Agronomy (field crops, and crop management)	
0103 Soils science (management and conservation)	
0104 Animal science (husbandry)	
0105 Dairy science (husbandry)	
0106 Poultry science	
0107 Fish, game, and wildlife management	
0108 Horticulture (fruit and vegetable production)	
0109 Ornamental horticulture (floriculture, nursery science)	
0110 Agriculture and farm management	
0111 Agricultural economics	
0112 Agricultural business	
0113 Food science and technology	
0114 Forestry	
0115 Natural resources management	
0116 Agriculture and forestry technologies (baccalaureate and higher programs)	
0117 Range management	
0199 Developmental, general (remedial, basic skills, etc.)	
ARCHITECTURE AND ENVIRONMENTAL DESIGN	training for a profession in designing buildings, communities, parks and other manmade aspects of the physiosocial environment.
0201 Environmental design, general	
0202 Architecture	
0203 Interior design	
0204 Landscape architecture	
0205 Urban architecture	
0206 City, community and regional planning	
0299 Developmental, general (remedial, basic skills, etc.)	
AREA STUDIES	programs designed to study cultures indigeneous to specific geographic regions.
0301 Asian studies, general	
0302 East Asian studies	
0303 South Asian (India, etc.) studies	

0304 Southeast Asian studies
0305 African studies
0306 Islamic studies
0307 Russian and Slavic studies
0308 Latin American studies
0309 Middle Eastern studies
0310 European studies, general
0311 Eastern European studies
0312 West European studies
0313 American studies
0314 Pacific area studies
0399 Developmental, general (remedial, basic skills, etc.)

BIOLOGICAL SCIENCES

the science of life or living matter in all its forms and phenomena especially with regard to the origin, growth, reproduction and structure of life forms.

0401 Biology, general
0402 Botany, general
0403 Bacteriology
0404 Plant pathology
0405 Plant pharmacology
0406 Plant physiology
0407 Zoology, general
0408 Pathology, human and animal
0409 Pharmacology, human and animal
0410 Physiology, human and animal
0411 Microbiology
0412 Anatomy
0413 Histology
0414 Biochemistry
0415 Biophysics
0416 Molecular biology
0417 Cell biology (cytology, cell physiology)
0418 Marine biology
0419 Biometrics and biostatistics
0420 Ecology
0421 Entomology
0422 Genetics
0423 Radiobiology
0424 Nutrition, scientific (excludes nutrition in home economics and dietetics)
0425 Neurosciences
0426 Toxiology
0427 Embryology
0499 Developmental, general (remedial, basic skills, etc.)

BUSINESS AND MANAGEMENT

the organization, operation, administration and control of private and public organizations.

0501 Business and commerce, general
0502 Accounting
0503 Business statistics
0504 Banking and finance

0505 Investments and securities
0506 Business management and administration
0507 Operations research
0508 Hotel and restaurant management
0509 Marketing and purchasing
0510 Transportation and public utilities
0511 Real estate
0512 Insurance
0513 International business
0514 Secretarial studies (baccalaureate and higher programs)
0515 Personnel management
0516 Labor and industrial relations
0517 Business economics
0599 Developmental, general (remedial, basic skills, etc.)

COMMUNICATIONS

the collection, preparation and presentation of ideas and information intended for popular consumption through mass media.

0601 Communications, general
0602 Journalism (printed media)
0603 Radio/television
0604 Advertising
0605 Communication media (use of videotape, films, etc., oriented specifically toward radio/television)
0699 Developmental, general (remedial, basic skills, etc.)

COMPUTER AND INFORMATION SCIENCES

the design, development and application of computer capabilities to data storage and manipulation and related computational procedures.

0701 Computer and information sciences, general
0702 Information sciences and systems
0703 Data processing
0704 Computer programming
0705 Systems analysis
0799 Developmental, general (remedial, basic skills, etc.)

EDUCATION

the administration and control of educational organizations and institutions and subjects related to instruction and services both within and outside of such formal organizations.

0801 Education, general
0802 Elementary education, general
0803 Secondary education, general
0804 Junior high school education
0805 Higher education, general
0806 Junior and community college education
0807 Adult and continuing education
0808 Special education, general
0809 Administration of special education

0810 Education of the mentally retarded
0811 Education of the gifted
0812 Education of the deaf
0813 Education of the culturally disadvantaged
0814 Education of the visually handicapped
0815 Speech correction
0816 Education of the emotionally disturbed
0817 Remedial education
0818 Special learning disabilities
0819 Education of the physically handicapped
0820 Education of the multiple handicapped
0821 Social foundations (history and philosophy of education)
0822 Educational psychology (include learning theory)
0823 Pre-elementary education (kindergarten)
0824 Educational statistics and research
0825 Educational testing, evaluation and measurement
0826 Student personnel (counseling and guidance)
0827 Educational administration
0828 Educational supervision
0829 Curriculum and instruction
0830 Reading education (methodology and theory)
0831 Art education (methodology and theory)
0832 Music education (methodology and theory)
0833 Mathematics education (methodology and theory)
0834 Science education (methodology and theory)
0835 Physical education
0836 Driver and safety education
0837 Health education (include family life education)
0838 Business, commerce and distributive education
0839 Industrial arts, vocational and technical education
0885 Instructional materials (audio-visual, production, etc.)

ENGINEERING

the practical application of basic scientific knowledge to the design, production and operation of systems intended to facilitate man's control and use of his natural environment.

0901 Engineering, general
0902 Aerospace, aeronautical and astronautical engineering
0903 Agricultural engineering
0904 Architectural engineering
0905 Bioengineering and biomedical engineering
0906 Chemical engineering (include petroleum refining)
0907 Petroleum engineering (exclude petroleum refining)
0908 Civil, construction and transportation engineering

0909 Electrical, electronics and communications engineering
0910 Mechanical engineering
0911 Geological engineering
0912 Geophysical engineering
0913 Industrial and management engineering
0914 Metallurgical engineering
0915 Materials engineering
0916 Ceramic engineering
0917 Textile engineering
0918 Mining and mineral engineering
0919 Engineering physics
0920 Nuclear engineering
0921 Engineering mechanics
0922 Environmental and sanitary engineering
0923 Naval architecture and marine engineering
0924 Ocean engineering
0925 Engineering technologies (baccalaureate and higher programs)
0999 Developmental, general (remedial, basic skills, etc.)

FINE AND APPLIED ARTS

the creation and appreciation of the diverse modes of communicating ideas and emotions by means of stylized, visual and non-visual representations and symbols.

1001 Fine arts, general
1002 Art (painting, drawing, sculpture)
1003 Art history and appreciation
1004 Music (performing, madrigalists, theory, band, chorus)
1005 Music (liberal arts program, vocal, instrumental)
1006 Music history and appreciation (musicology)
1007 Dramatic arts
1008 Dance
1009 Applied design (ceramics, weaving, textile design, jewelry, metalsmithing, interior decoration, commercial art, fashion design)
1010 Cinematography
1011 Photography
1099 Developmental, general (remedial, basic skills, etc.)

FOREIGN LANGUAGES

the mastery of a language other than English or related to the study of a foreign culture through exploration of the literature of that culture as expressed in the vernacular language.

1101 Foreign languages, general (includes concentration on more than one foreign language without major emphasis on one language)
1102 French
1103 German
1104 Italian
1105 Spanish

1106 Russian
1107 Chinese
1108 Japanese
1109 Latin
1110 Greek, classical
1111 Hebrew
1112 Arabic
1113 Indian (Asiatic)
1114 Scandinavian languages
1115 Slavic languages (other than Russian)
1116 African languages (non-Semitic)
1199 Developmental, general (remedial, basic skills, etc.)

HEALTH PROFESSIONS

the maintenance and restoration of physical and mental health.

1201 Health professions, general
1202 Hospital and health care administration
1203 Nursing (baccalaureate and higher programs)
1204 Dentistry, D.D.S. or D.M.D. degree
1205 Dental specialties (work beyond first professional degree, D.D.S. or D.M.D.)
1206 Medicine, M.D. degree
1207 Medical specialties (work beyond first professional degree, M.D.)
1208 Occupational therapy
1209 Optometry
1210 Osteopathic medicine, D.O. degree
1211 Pharmacy
1212 Physical therapy
1213 Dental hygiene (baccalaureate and higher programs)
1214 Public health
1215 Medical record librarianship
1216 Podiatry (Pod.D. or D.P.) or podiatric medicine (D.P.M.)
1217 Biomedical communication
1218 Veterinary medicine (D.V.M. degree)
1219 Veterinary medicine specialties (work beyond first professional degree, D.V.M.)
1220 Speech pathology and audiology
1221 Chiropractic
1222 Clinical social work (medical and psychiatric and specialized rehabilitation services)
1223 Medical laboratory technologies (baccalaureate and higher programs)
1224 Dental technologies (baccalaureate and higher programs)
1225 Radiologic technologies (baccalaureate and higher programs)
1283 Pre-veterinary medicine
1284 Pre-dental
1285 Pre-medical
1299 Development, general (remedial, basic skills, etc.)

HOME ECONOMICS		the theory and practice of family and home care including the science of foods, home decoration and management and child care.
1301	Home economics, general	
1302	Home decoration and home equipment	
1303	Clothing and textiles	
1304	Consumer economics and home management	
1305	Family relations and child development	
1306	Foods and nutrition (include dietetics)	
1307	Institutional management and cafeteria management	
1398	Homemaking	
1399	Developmental, general (remedial, basic skills, etc.)	
LAW		the legal customs, practices and rules of society and states for the purpose of pursuing a career in jurisprudence.
1401	Law, general	
1486	Pre-law	
1499	Developmental, general (remedial, basic skills, etc.)	
LETTERS		the English language and literature and value systems related to ancient and modern cultures.
1501	English, general	
1502	Literature	
1503	Comparative literature	
1504	Classics	
1505	Linguistics (include phonetics, semantics and philology)	
1506	Speech, debate and forensic science (rhetoric and public address)	
1507	Creative writing	
1508	Teaching of English as a foreign language	
1509	Philosophy	
1510	Religious studies (exclude theological professions)	
1585	Reading, accelerated	
1597	Developmental, reading (remedial)	
1598	Developmental, English (remedial) skill	
1599	Developmental, general (remedial, basic skills, etc.)	
LIBRARY SCIENCE		the instruction in the professional skills required to organize collections of books and related materials and the training necessary for providing services related to them.
1601	Library science, general	
1699	Developmental, general (remedial, basic skills, etc.)	

MATHEMATICS	the science of numbers and space configurations and their operations, measurement, relationships and abstractions.
1701 Mathematics, general	
1702 Statistics, mathematical and theoretical	
1703 Applied mathematics	
1799 Developmental, general (remedial, basic skills, etc.)	
MILITARY SCIENCES	the techniques and skills unique to the pursuit of a professional career as a military officer.
1801 Military science (Army)	
1802 Naval science (Navy, Marines)	
1803 Aerospace science (Air Force)	
1899 Developmental, general (remedial, basic skills, etc.)	
PHYSICAL SCIENCES	the basic nature of matter, energy and associate phenomena.
1901 Physical sciences, general	
1902 Physics, general (exclude biophysics)	
1903 Molecular physics	
1904 Nuclear physics	
1905 Chemistry, general (exclude biochemistry)	
1906 Inorganic chemistry	
1907 Organic chemistry	
1908 Physical chemistry	
1909 Analytical chemistry	
1910 Pharmaceutical chemistry	
1911 Astronomy	
1912 Astrophysics	
1913 Atmospheric sciences and meteorology	
1914 Geology	
1915 Geochemistry	
1916 Geophysics and seismology	
1917 Earth sciences, general	
1918 Paleontology	
1919 Oceanography	
1920 Metallurgy	
1999 Developmental, general (remedial, basic skills, etc.)	
PSYCHOLOGY	the behavioral and mental processes.
2001 Psychology, general	
2002 Experimental psychology (animal and human)	
2003 Clinical psychology	
2004 Psychology for counseling	
2005 Social psychology	
2006 Psychometrics	
2007 Statistics in psychology	

2008 Industrial psychology
2009 Developmental psychology
2010 Physiological psychology
2099 Developmental, general (remedial, basic skills, etc.)

PUBLIC AFFAIRS AND SERVICES

the developing and improving competencies in the management and operation of governmental agencies.

2101 Community services, general
2102 Public administration
2103 Parks and recreation management
2104 Social work and helping services (other than clinical social work)
2105 Law enforcement and corrections (baccalaureate and higher programs)
2106 International public service (other than diplomatic service)
2199 Developmental, general (remedial, basic skills, etc.)

SOCIAL SCIENCES

all aspects of the past and present activities, conduct, interactions and organizations of humans.

2201 Social sciences, general
2202 Anthropology
2203 Archaeology
2204 Economics
2205 History
2206 Geography
2207 Political science and government
2208 Sociology
2209 Criminology
2210 International relations
2211 Afro-American (black culture) studies
2212 American Indian cultural studies
2213 Mexican-American cultural studies
2214 Urban studies
2215 Demography
2298 Improving family circumstances
2299 Developmental, general (remedial, basic skills, etc.)

THEOLOGY

the preparation and training for a religious vocation.

2301 Theological professions, general
2302 Religious music
2303 Biblical languages
2304 Religious education
2399 Developmental, general (remedial, basic skills, etc.)

INTERDISCIPLINARY STUDIES 4901 General liberal arts and sciences 4902 Biological and physical sciences 4903 Humanities and social sciences 4904 Engineering and other disciplines 4984 Liberal studies 4985 Humanities and fine arts	more than one major discipline without primary concentration in any one area.
GENERAL STUDIES INSTRUCTIONAL PROGRAMS 4993 Personal development 4994 Review and Development of Basic Vocational Skills (for curriculum only) 4995 General studies 4996 Intellectual and cultural studies 4997 Health safety and environment 4998 Community and civic development 4999 Development and Preparatory Studies or Basic Skills (for curriculum only)	the instructional programs providing curricula primarily of a certificate nature in a variety of disciplines to enhance individual interests.
BUSINESS TECHNOLOGIES 5001 Business and commerce technologies, general (including clerical skills) 5002 Accounting technologies 5003 Banking and finance technologies 5004 Marketing, distribution, purchasing and business technologies 5005 Secretarial technologies (include office machines training) 5083 Real estate 5084 Insurance 5085 Administrative supervision and management	the development of skills required for business or secretarial occupations at the semi-professional level. expansion allocations: 5076-5082
COMMERCE TECHNOLOGIES 5006 Personal service technologies (stewardess, cosmetologist, etc.) 5007 Photography technologies 5008 Communications and broadcasting technologies (radio/television, newspapers) 5009 Printing and lithography technologies 5010 Hotel and restaurant management technologies 5011 Transportation and public utility technologies	the development of skills required for commercial enterprises at the semi-professional level.

5012	Applied arts, graphic arts and fine arts technologies (include advertising design)	
5073	Food preparation and service (waiter(ess), chef, catering, etc.)	
5074	Aircraft pilot training	
5075	Air traffic control and support	
DATA PROCESSING TECHNOLOGIES		the development of skills required for data processing or related occupations of the semi-professional level.
5101	Data processing technologies, general	
5102	Key punch operator and other input preparation technologies	
5103	Computer programmer technologies	
5104	Computer operator and peripheral equipment operation technologies	
5105	Data processing equipment maintenance technologies	
HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES		the development of skills required for health service related occupations at the semi-professional level.
5201	Health services assistant technologies, general	
5202	Dental assistant technologies	
5203	Dental hygiene technologies	
5204	Dental laboratory technologies	
5205	Medical or biological laboratory assistant technologies	
5206	Animal laboratory assistant technologies	
5207	Radiologic technologies (X-ray, etc.)	
5208	Nursing, R.N. (less than 4-year program)	
5209	Nursing, practical (L.P.N. or L.V.N., less than 4-year program)	
5210	Occupational therapy technologies	
5211	Surgical technologies (operating room technologies)	
5212	Optical technologies (include ocular care, ophthalmic, optometric technologies)	
5213	Medical record technologies	
5214	Medical assistant and medical office assistant technologies	
5215	Inhalation therapy technologies	
5216	Psychiatric technologies (include mental health aide programs)	
5217	Electro diagnostic technologies (include E.K.G., E.E.G., etc.)	
5218	Institutional management technologies (rest home, etc.)	
5219	Physical therapy technologies	
5284	Safety and emergency preparedness (industrial safety, water safety, first aid, civil defense, etc.)	
5285	Prosthetics and ortotics	

MECHANICAL AND ENGINEERING TECHNOLOGIES		the development of skills required for mechanical and engineering related occupations at the semi-professional level.
5301	Mechanical and engineering technologies, general (engineering aides)	
5302	Aeronautical and aviation technologies	
5303	Engineering graphics (tool and machine drafting and design)	
5304	Architectural drafting technologies	
5305	Chemical technologies (include plastics)	
5306	Automotive technologies	
5307	Diesel technologies	
5308	Welding technologies	
5309	Civil technologies (surveying, photogrammetry, etc.)	
5310	Electronics and machine technologies (television, appliance, office machine repair, etc.)	
5311	Electromechanical technologies (power transmission, generators, dynamos)	
5312	Industrial technologies	
5313	Textile technologies	
5314	Instrumentation technologies	
5315	Mechanical technologies (machine shop, fluid powers, etc.)	
5316	Nuclear technologies	
5317	Construction and building technologies (carpentry, electrical work, plumbing, sheet metal, air conditiong, heating, etc.)	
5381	Electronics and electrical engineering technologies (engineering aides, industrial electronics, electronic drafting, etc.)	
5382	Industrial management and supervision	
5383	Metalworking (foundry, tool and die making)	
5384	Fuel technologies	
5385	Mining technologies	

NATURAL SCIENCE TECHNOLOGIES		the development of skills required for natural sciences related occupations at the semi-professional level.
5401	Natural science technologies, general	
5402	Agriculture technologies, general (include soils)	
5403	Forestry and wildlife technologies (include fisheries and range management)	
5404	Food services technologies (processing of raw products, canneries, etc.)	
5405	Home economics technologies	
5406	Marine and oceanographic technologies	
5407	Laboratory technologies, general	

5408 Environmental protection and control technologies (sanitation, public health inspection, solid waste, pollution, etc.)
5479 Horticulture and floriculture
5480 Agricultural supplies and services
5481 Agricultural production and resources (include conservation)
5482 Agricultural mechanics
5483 Agricultural marketing (selling of farm products)
5484 Earth science technologies
5485 Meteorological and atmospheric technologies

PUBLIC SERVICE RELATED TECHNOLOGIES

the development of skills required for public service related occupations at the semi-professional level.

5501 Public service technologies, general
5502 Bible study or religion-related occupations
5503 Education technologies (teacher aide and two-year teacher training programs)
5504 Library assistant technologies
5505 Police, law enforcement, corrections technologies
5506 Recreational and social work related technologies
5507 Fire control technology
5508 Public administration and management technologies
5585 Child care technologies

ALPHABETICAL LIST OF INSTRUCTIONAL DISCIPLINES

Title	Code
Accounting	0502
Accounting technologies	5002
Administration, business	0506
Administration, education	0827
Administration, public	2102
Administration, special education	0909
Administrative supervision and management	5085
Adult education	0807
Advertising	0604
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical engineering	0902
Aeronautical technologies	5302
Aerospace engineering	0902
Aerospace science	1803
Afrikaal languages (non-Semitic)	1116
Afrikaal studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agricultural marketing	5483
Agricultural mechanics	5482
Agricultural production and resources	5481
Agricultural supplies and services	5480
Agriculture, general	0101
Agriculture technologies	0116
Agriculture technologies (general)	5402
Agronomy	0102
Air conditioning technologies	5317
Air traffic control and support	5075
Aircraft pilot training	5074
Airport management technologies	5004
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal laboratory assistant technologies	5206
Animal science	0104
Anthropology	2202
Appliance repair technologies	5310
Applied arts technologies	5012
Applied design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural drafting technologies	5304
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003
Asian studies, general	0301
Astronautical engineering	0902
Astronomy	1911
Astrophysics	1912
Atmospheric sciences	1913
Audiology	1220
Automotive technologies	5306
Aviation technologies	5302
Bacteriology	0403
Banking	0504
Banking technologies	5003
Bible study	5502
Biblical languages	2303
Biochemistry	0414
Bioengineering	0905
Biological laboratory assistant technologies	5205
Biological and physical sciences (interdisciplinary)	4902
Biology, cellular	0417
Biology, general	0401
Biology, marine	0418
Biology, molecular	0416
Biomedical communication	1217
Biomedical engineering	0905
Biometrics	0419
Biophysics	0415
Biostatistics	0419
Black culture studies	2211
Botany, general	0402
Broadcasting technologies	5008
Building technologies	5317
Business administration	0506

Title	Code
Business, agricultural	0112
Business economics	0517
Business education	0838
Business, general	0501
Business, international	0513
Business management	0506
Business management technologies	5004
Business statistics	0503
Business technologies, general (including clerical skills)	5001
Cafeteria management	1307
Carpentry technologies	5317
Catalan	1199
Cell biology	0417
Cell physiology	0417
Ceramic engineering	0916
Ceramics	1009
Chef	5073
Chemical engineering	0906
Chemical technologies	5305
Chemistry, general	1905
Child care technologies	5585
Child development	1305
Chinese	1107
Chiropractic	1221
Cinematography	1010
City planning	0206
Civil engineering	0908
Civil technologies	5309
Classics	1504
Clinical psychology	2003
Clinical social work	1222
Clothing	1303
Commerce education	0838
Commerce, general	0501
Commerce technologies, general	5001
Commercial art	1009
Communication media	0605
Communications, general	0601
Communications, engineering	0909
Communications technologies	5008
Community college education	0806
Community planning	0206
Community services, general	2101
Comparative literature	1503
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Computer programming	0704
Computer sciences, general	0701
Conservation	5481
Construction engineering	0908
Construction technologies	5317
Consumer economics	1304
Continuing education	1807
Corrections	2105
Corrections technologies	5505
Cosmetologist	5006
Counseling, educational	0826
Counseling, psychology for	2004
Creative writing	1507
Criminology	2209
Crop management	0102
Curriculum	0829
Cytology	0417
Dairy sciences	0105
Dance	1008
Danish	1114
Data processing	0703
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Debate	1506
Demography	2215
Dental assistant technologies	5202
Dental hygiene	1213
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Dental specialties	1205
Dental technologies	1224
Dentistry-D.D.S. or D.M.D.degree	1204
Developmental, English (remedial) skill	1598
Developmental psychology	2009
Developmental, reading (remedial)	1597
Diesel technologies	5307
Dietetics	1306
Distribution technologies	5004
Distributive education	0838
Drafting, architectural	5304
Dramatic arts	1007
Drawing	1002
Driver education	0836
Earth sciences, general	1917
Earth science technologies	5484

Title	Code
East Asian studies	0302
Eastern European studies	0311
Ecology	0420
Economics	2204
Economics, agricultural	0111
Economics, business	0517
Education of the culturally disadvantaged	0813
Education of the deal	0812
Education of the emotionally disturbed	0816
Education, general	0801
Education of the gifted	0811
Education of mentally retarded	0810
Education of the multiple handicapped	0820
Education of the physcially handicapped	0819
Education, religious	2304
Education of the visually handicapped	0814
Education technologies	5503
Educational administration	0827
Educational evaluation	0825
Educational measurement	0825
Educational psychology	0822
Educational research	0824
Educational statistics	0824
Educational supervision	0828
Educational testing	0825
Electrical engineering	0909
Electrician technologies	5317
Electro diagnostic technologies	5217
Electronics engineering	0909
Electromechanical technologies (power)	5311
Electronics and electrical engineering technologies	5381
Electronics and machine technologies (repair of electronic devices)	5310
Elementary education, general	0802
Embryology	0427
Emergency preparedness	5284
Engineering aide	5381
Engineering graphics	5303
Engineering, general	0901
Engineering mechanics	0921
Engineering and other disciplines (interdisciplinary)	4904
Engineering physics	0919
Engineering technologies	0925
Engineering technologies, general	5301
English as a foreign language	1508
English, general	1501
English, literaure	1502
Entomology	0421
Environmental design, general	0201
Environmental engineering	0922
Environmental health technologies	5408
European studies, general	0310
Experimental psychology (animal and human)	2002
Family life education	0837
Family relations	1305
Farm management	0110
Fashion design	1009
Field crops	0102
Finance	0504
Finance technologies	5003
Fine arts, general.	1001
Fine arts technologies	5012
Finnish	1199
Fire control technology	5507
Fish management	0107
Fisheries technologies	5403
Floriculture	0109
Floriculture	5479
Food preparation and service (serving of food)	5073
Foods and nutrition	1306
Food science	0113
Food services technologies (processing)	5404
Food technology	0113
Foreign languages, general	1101
Forensic science	1506
Forestry	0114
Forestry technologies	0116
Forestry technologies	5403
Foundry technologies	5383
French	1102
Fruit production	0108
Fuel technologies	5384

Title	Code
Game management	0107
General liberal arts and sciences (interdisciplinary)	4901
General studies (interdisciplinary)	4995
Genetics	0422
Geochemistry	1915
Geography	2206
Geological engineering	0911
Geology	1914
Geophysical engineering	0912
Geophysics	1916
German	1103
Government	2207
Graphic arts technologies	5012
Greek, classical	1110
Guidance, education	0826
Health care administration	1202
Health education	0837
Health professions, general	1201
Health services assistant technologies, general	5201
Heating technologies	5317
Hebrew	1111
Helping services	2104
Higher education, general	0805
Histology	0413
History	2205
History of education	0821
Home decoration	1302
Home economics, general	1301
Home economics technologies	5405
Home equipment	1302
Home management	1304
Horticulture	0108
Horticulture technologies	5479
Hospital administration	1202
Hospital food service technologies	5404
Hotel management	0508
Hotel management technologies	5010
Humanities and Fine Arts (interdisciplinary)	4985
Humanities and social sciences (interdisciplinary)	4903
Husbandry, animal	0104
Husbandry, dairy	0105
Ichthyology	0499
India studies	0303
Indian (Asiatic)	1113
Industrial arts education	0839
Industrial engineering	0913
Industrial management technologies	5382
Industrial relations	0516
Industrial safety	5284
Industrial technologies	5312
Information sciences	0702
Information sciences, general	0701
Information systems	0702
Inhalation therapy technologies	5215
Inorganic chemistry	1906
Input preparation technologies	5102
Institutional management	1307
Institutional management technologies	5218
Instructional materials	0885
Instrumentation technologies	5314
Insurance	5084
Insurance	0512
Interior decoration	1009
Interior design	0203
International business	0513
International public service	2106
International relations	2210
Investments	0505
Islamic studies	0306
Italian	1104
Japanese	1108
Jewelry	1009
Journalism	0602
Junior college education	0806
Junior high school education	0804
Key punch operator technologies	5102
Kindergarten education	0823
Korean	1199
Laboratory technologies, general	5407
Labor relations	0516
Landscape architecture	0204
Landscape technologies	5402
Latin	1109
Latin American studies	0308
Law enforcement	2105
Law enforcement technologies	5505
Law, general	1401
Learning theory	0822

Title	Code
Liberal arts and sciences (interdisciplinary)	4901
Library assistant technologies	5504
Library science, general	1601
Limnology	0499
Linguistics	1505
Literature, comparative	1503
Literature, English	1502
Lithography technologies	5009
Machine drafting and design technologies	5303
Machine repair technologies	5310
Management, business	0506
Management, engineering	0913
Marina management technologies	5004
Marine biology	0418
Marine engineering	0923
Marine technologies	5406
Marketing	0509
Marketing technologies	5004
Materials engineering	0915
Mathematics, applied	1703
Mathematics, education	0833
Mathematics, general	1701
Mathematics, statistics	1702
Mechanical engineering	0910
Mechanical technologies	5315
Mechanical technologies, general	5301
Medical assistant technologies	5214
Medical laboratory assistant technologies	5205
Medical laboratory technologies	1223
Medical office assistant technologies	5214
Medical record librarianship	1215
Medical record technologies	5213
Medical specialties	1207
Medicine, M. D. degree	1206
Mental health aide programs	5216
Metallurgical engineering	0914
Metallurgy	1920
Metalsmithing	1009
Metalworking	5383
Meteorological and atmospheric technologies	5485
Meteorology	1913
Mexican-American cultural studies	2213
Microbiology	0411
Middle Eastern studies	0309
Mid-management	5085
Military science	1801
Mineral engineering	0918
Mining engineering	0918
Mining technologies	5385
Molecular biology	0416
Molecular physics	1903
Music (liberal arts program, vocal, instrumental)	1005
Music appreciation	1006
Music, composition, band, chorus	1004
Music education	0832
Music history	1006
Music, performing	1004
Music, theory	1004
Musicology	1006
Natural resources management	0115
Natural science technologies, general	5401
Naval architecture	0923
Naval science	1802
Neurosciences	0425
Newspaper communication technologies	5008
Norwegian	1114
Nuclear engineering	0920
Nuclear physics	1904
Nuclear technologies	5316
Nursery science	0109
Nursing (baccalaureate and higher programs)	1203
Nursing, practical (L.P.N. or L.V.N.)	5209
Nursing, R.N. preparation	5208
Nutrition, scientific	0424
Occupational therapy	1208
Occupational therapy technologies	5210
Ocean engineering	0924
Oceanographic technologies	5406
Oceanography	1919
Ocular care, technologies	5212
Office machine repair technologies	5310
Office machine training	5005
Operations research	0507
Ophthalmic technologies	5212

Title	Code
Optical technologies	5212
Optometric technologies	5212
Optometry	1209
Organic chemistry	1907
Ornamental horticulture	0109
Ornithology	0499
Osteopathic medicine, D.O. degree	1210
Pacific area studies	0314
Painting	1002
Paleontology	1918
Parasitology	0499
Park management	2103
Pathology, animal	0408
Pathology, human	0408
Pathology, plant	0404
Personal service technologies	5006
Personnel management	0515
Personnel management technologies	5004
Petroleum engineering	0907
Petroleum refining	0906
Pharmaceutical chemistry	1910
Pharmacology, animal	0409
Pharmacology, human	0409
Pharmacology, plant	0405
Pharmacy	1211
Philology	1505
Philosophy	1509
Philosophy of education	0821
Phonetics	1505
Photogrammetry technologies	5309
Photography	1011
Photography technologies	5007
Physical chemistry	1908
Physical education	0835
Physical sciences, general	1901
Physical therapy	1212
Physical therapy technology	5219
Physics, general	1902
Physiological psychology	2010
Physiology, animal	0410
Physiology, human	0410
Physiology, plant	0406
Plant Pathology	0404
Plant pharmacology	0405
Plant physiology	0406
Physical therapy technology	5219
Plastics technologies	5305
Plumbing technologies	5317
Podiatry	1216
Police technologies	5505
Political science	2207
Pollution Technologies	5408
Poultry science	0106
Pre-elementary education	0823
Pre-dental	1284
Pre-law	1485
Pre-medicine	1285
Pre-veterinary medicine	1283
Printing technologies	5009
Programmer technologies	5103
Programming, computer	0704
Prosthetics and orthotics	5285
Psychiatric technologies	5216
Psychology, clinical	2003
Psychology for counseling	2004
Psychology, developmental	2009
Psychology, education	0822
Psychology, general	2001
Psychology, industrial	2008
Psychology, physiological	2010
Psychology, social	2005
Psychometrics	2006
Public address	1506
Public administration	2102
Public administration and management technologies	5508
Public health	1214
Public health inspection technologies	5408
Public service technologies, general	5501
Public utilities	0510
Public utility technologies	5011
Purchasing	0509
Purchasing technologies	5004
Radio	0603
Radiobiology	0423
Radio broadcasting technologies	5008
Radiologic technologies	1225
Radiologic technologies	5207
Radio repair technologies	5310

Title	Code
Range Management	0117
Reading, accelerated	1585
Reading, education	0830
Real estate	0511
Real estate technologies	5083
Recreation management	2103
Recreation technologies	5506
Regional planning	0206
Rehabilitation services	1222
Religion related occupations	5502
Religious education	2304
Religious music	2302
Religious studies	1510
Remedial education	0817
Restaurant management	0508
Restaurant management technology	5010
Rest home management technology	5218
Rhetoric	1506
Russian	1106
Russian studies	0307
Safety and emergency preparedness	5284
Safety education	0836
Sales technologies	5004
Sanitary engineering	0922
Sanitation technologies	5408
Sanskrit	1199
Scandinavian language	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Secretarial technologies	5005
Securities	0505
Seismology	1916
Semantics	1505
Sheet metal technologies	5317
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2005
Social work	2104
Social work related technologies	5506
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Stewardess preparation	5006
Student personnel	0826
Supervision	5382
Surgical technologies	5211
Surveying technologies	5309
Swedish	1115
Systems analysis	0705
Systems, information	0702
Teacher aide preparation	5503
Teaching of English as a foreign language	1508
Technical education	0839
Television	0603
Television broadcasting technologies	5008
Television repair technologies	5310
Textile design	1009
Textile engineering	0917
Textiles, home economics	1303
Textile technologies	5313
Theological professions, general	2301
Tool and die making	5383
Tool design technologies	5303
Toxicology	0426
Transportation	0510
Transportation engineering	0908
Transportation technologies	5011
Urban architecture	0205
Urban studies	2214
Vegetable production	0108
Veterinary medicine, D.V.M. degree	1218
Veterinary medicine specialties	1219
Vietnamese	1199
Vocational education	0839

Title	Code
Weaving	1009
Welding technologies	5308
West European studies	0312
Wildlife management	0107
Wildlife technologies	5403
Writing, creative	1507
X-ray technologies	5207
Zoology, general	0407

Room Use Categories for Facilities Inventory Data

100 Classroom Facilities

110 Classroom
115 Classroom Service

200 Laboratory Facilities

210 Class Laboratory
215 Class Laboratory Service
220 Special Class Laboratory
225 Special Class Laboratory Service
230 Individual Study Laboratory
235 Individual Study Laboratory Service
250 Non-Class Laboratory
255 Non-Class Laboratory Service

300 Office Facilities

310 Office
315 Office Service
350 Conference Room (Office Related)
355 Conference Room Service (Office Related)

400 Study Facilities

410 Reading/Study Room
420 Stack
430 Open Stack Reading Room
440 Processing Room
455 Study Service

500 Special Use Facilities

510 Armory
515 Armory Service
520 Athletic/Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic/Physical Education Service
530 Audio/Visual, Radio, TV
535 Audio/Visual, Radio, TV Service
540 Clinic (Non-Health Professions)
545 Clinic Service (Non-Health Professions)
550 Demonstration
555 Demonstration Service
560 Field Building
570 Animal Quarters
575 Animal Quarters Service
580 Greenhouse
585 Greenhouse Service
590 Other

600 General Use Facilities

610 Assembly
615 Assembly Service
620 Exhibition
625 Exhibition Service
630 Food Facilities
635 Food Facilities Service
650 Lounge
655 Lounge Service
660 Merchandising Facilities
665 Merchandising Facilities Service
670 Recreation
675 Recreation Service
680 Meeting Room
685 Meeting Room Service
690 Locker Room

700 Supporting Facilities

710 Data Processing/Computer
715 Data Processing/Computer Service
720 Shop
725 Shop Service
730 Storage
735 Storage Service
740 Vehicle Storage Facility
745 Vehicle Storage Facility Service
750 Central Food Stores
760 Central Laundry

800 Health Care Facilities

810 Patient Bedroom
820 Patient Bath
830 Nurse Station
840 Surgery
850 Treatment
860 Service Laboratory
870 Supplies
880 Public Waiting
895 Health Care Service

900 Residential Facilities

910 Sleep/Study Without Toilet/Bath
919 Toilet/Bath
920 Sleep/Study with Toilet/Bath
935 Sleep/Study Service
950 Apartment
955 Apartment Service
970 House

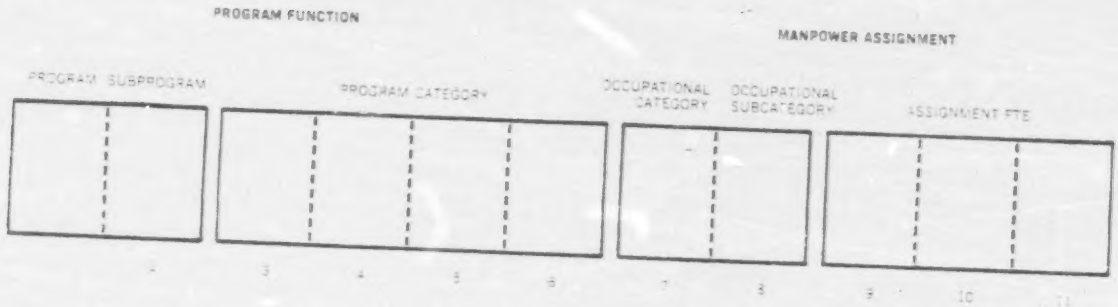
000 Unclassified Facilities

050 Inactive Area
060 Alteration or Conversion Area
070 Unfinished Area

Nonassignable Area

WWW Circulation Area
XXX Custodial Area
YYY Mechanical Area
ZZZ Structural Area

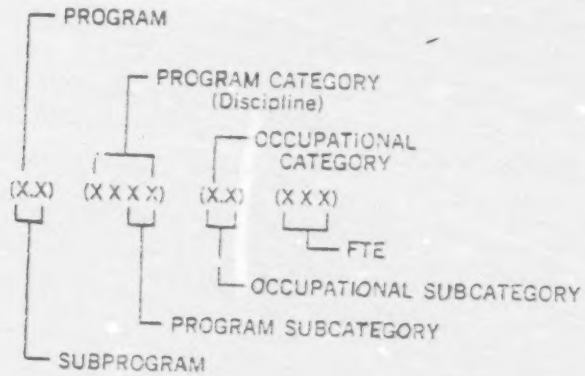
FACULTY AND STAFF CLASSIFICATION STRUCTURE



MANPOWER ASSIGNMENT CODE

SURVEY TITLE CODE

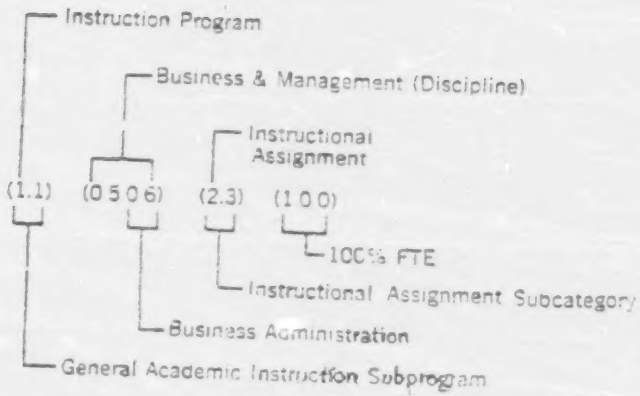
CODING STRUCTURE



SAMPLE CODING

Instructional Assignment

Professor of Business Administration



OCCUPATIONAL ACTIVITY CATEGORIES

1.0. EXECUTIVE ADMINISTRATIVE MANAGERIAL	2.0. INSTRUCTIONAL	3.0. PROFESSIONAL RESEARCH BUSINESS, HEALTH, et. al.)	4.0. TECHNICAL	5.0. OFFICE	6.0. CRAFTS AND TRADES	7.0. SERVICE

OCCUPATIONAL ACTIVITY SUBCATEGORIES

1.1. Administrative I	2.1. Instructional I	3.1. Professional I	4.1. Technical I	5.1. Office I	6.1. Crafts I	7.1. Service I
1.2. Administrative II	2.2. Instructional II	3.2. Professional II	4.2. Technical II	5.2. Office II	6.2. Crafts II	7.2. Service II
1.3. Administrative III	2.3. Instructional III	3.3. Professional III	4.3. Technical III	5.3. Office III	6.3. Crafts III	7.3. Service III
1.4. Administrative IV						

(1.0) Executive-Administrative-Managerial

This occupational activity category includes assignments that require primary responsibility for management of the institution, or a customarily recognized department or subdivision thereof, and that require no more than 20 percent of the workweek be devoted to Fair Labor Standards Act (FLSA) nonexempt work. Assignments may require the performance of work directly related to management policies or general business operations of the institution or the performance of functions in the administration of a department or subdivision thereof directly related to academic instruction. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others.

Subcategories of the Executive-Administrative-Managerial category

(1.1) Assignment requires administrative support above the clerical level to a manager at a higher level, engages directly in specific administrative activities within a unit or subdivision, or has firstline supervisory responsibilities.

(1.2) Assignment requires the administration of an operational unit or program, or shares responsibility for a major unit with an administrator at a higher level.

(1.3) Assignment requires the administration of a group of programs or a major operational unit, normally reporting to an officer holding a top executive appointment.

(1.4) Assignment requires reporting either to the top executive officer or to the governing board for the operation of a system, or institution, or for a primary phase of the institutional operation.

(2.0) Instructional

This category consists of assignments customarily made for the purpose of instruction. It excludes assignments associated with research projects.

Subcategories of the Instructional category

(2.1) Assignment is generally carried on with guidance from others exercising primary responsibility. It is typically created for and staffed by people with student status at the employing institution and may be associated with such titles as teaching assistant and teaching associate.

(2.2) Assignment requires professional responsibility and experience of an entry or intermediate level. The assignment is typically associated with such titles as instructor or assistant professor.

(2.3) Assignment requires a full level of academic responsibility and experience in the professional field. The institution expects leadership in some aspect(s) of academic performance, such as curriculum development, excellence in teaching, contributions to academic field, etc. Assignment may be associated with such titles as associate professor, professor, and, occasionally, with the title of assistant professor.

(3.0) Professional (research, business, health, etc. not classified as Administrative or Instructional)

This category includes assignments requiring knowledge of an advanced type in a field of science or learning, or original and creative work in an artistic field, and no more than 20 percent of the workweek to be devoted to FLSA nonexempt work. Assignments of professional nature associated with organized research projects are included in this category.

Subcategories of the Professional category

(3.1) Assignment requires a bachelor's degree or equivalent

(3.2) Assignment requires a master's degree or equivalent

(3.3) Assignment requires a doctoral degree or equivalent

(4.0) Technical

This category includes assignments requiring specialized knowledge or skills which may be acquired through experience or degree certificate programs below the bachelor's degree.

Subcategories of the Technical category

Subcategories are indicated for institutional convenience only. Interinstitutional comparison and reporting of Technical subdivision categories does not seem warranted at this time because manpower markets and characteristics are predominantly localized. Standard definitions may be introduced as more is learned about this manpower category in higher education institutions.

(4.1) Entry assignments (institutionally defined).

(4.2) Intermediate assignments (institutionally defined).

(4.3) Advanced assignments (institutionally defined).

(5.0) Office

This category includes assignments typically associated with clerical activity.

Subcategories of the Office category.

Subcategories are indicated for institutional convenience only. Comparison or reporting of anything but aggregate data from this category does not seem warranted at this time because manpower markets and characteristics are predominantly localized. Standard definitions may be introduced as more is learned about this manpower category in higher education institutions.

(5.1) Entry assignments (institutionally defined).

(5.2) Intermediate assignments (institutionally defined).

(5.3) Advanced assignments (institutionally defined).

(6.0) Crafts and Trades

This category includes assignments to activities typically requiring knowledge or skill gained in recognized crafts or trades.

Subcategories of the Crafts and Trades category.

Subcategories are indicated for the convenience of the institution only. Comparison or reporting of anything but aggregate data from this category does not seem warranted at this time because manpower markets and characteristics are predominantly localized.

(6.1) Entry assignments (institutionally defined).

(6.2) Intermediate assignments (institutionally defined).

(6.3) Advanced assignments (institutionally defined).

(7.0) Service

This category includes assignment to activities requiring limited degree of previously acquired skills and knowledge.

Subcategories of Service category.

Subcategories are indicated for the convenience of the institution only. Comparison or reporting of anything but aggregate data from this category does not seem warranted at this time because manpower markets and characteristics are predominantly localized.

(7.1) Entry assignments (institutionally defined).

(7.2) Intermediate assignments (institutionally defined).

(7.3) Advanced assignments (institutionally defined).

S E C T I O N III

DATA CARD FORMATS, EXPLANATIONS AND EXAMPLES

APPORTIONMENT CLAIM HEADER CARD*

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type: 'S'
2	2	1	Card Number: '0' (Zero)
3	3-5	3	District Number
4	5-7	2	Campus Number
5	8-18	11	Not Used
6	19	1	Apportionment Period (Same as S-3 Card)
7	20	1	Semester/Quarter: S = Semester Q = Quarter
8	21	1	Type of Submission: 1 = Regular 2 = Supplemental 3 = Error Correction
9	22-27	6	Submission Date: YYMMDD Date Claim was submitted.
10	28-32	5	Number of Records: A count of the number of S-3 cards or tape records submitted for this claim. Do not count control record. Precede with Zeros.
11	33-41	9	Flat Rate Claimed Hours: PWZ, Total Reimbursable Semester hours from the Flat Rate Apportionment Claim - Form ICCB-4A. (2-decimal place numeric)
12	42-50	9	Amount Claimed: PWZ, Total dollar amount claimed from the Flat Rate Apportionment Claim Form ICCB-4A (2-decimal place numeric)
13	51-68	18	Not Used Fill with zeroes.
14	69-80	13	Not Used Leave blank.

COURSE SECTION ENROLLMENT (Apportionment Claim) S-3 CARD

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type - 'S'
2	2	1	Card Number - '3'
3	3-5	3	District Number
4	6-7	2	Campus Number, (01 for all single campus districts. Preceed with zero. Multiple campus districts see codes in Section V, page 1).
5	8-12	5	Course Prefix (Alpha Numeric Left Justified)
6	13-16	4	Course Number (Alpha Numeric Left Justified)
7	17-18	2	Course Section Number (Alpha Numeric) Note: You may submit only one S-3 card per section.
8	19	1	Apportionment Period Code 1 - Summer 3 - Fall 4 - Winter 6 - Spring } Sequential Within a Fiscal Year
*	---------- End of Key Area ----------		
9	20-25	6	Course Section Beginning Date in YYMMDD form. This date is required for the apportionment program. The Course Initial Beginning Effective Date on the ICCB course master file must be prior to the starting date of any section of the course to qualify for apportionment.

S-3 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
10	26-31	6	Course Section Ending Date in YYMMDD form. This date is required for the apportionment program. A course must have approved status as of this date. Therefore, a course which is being withdrawn must not be withdrawn (have a course ending effective date) prior to the end of the term in which the course is offered.
11	32-35	4	Course Section Credit Value Courses with variable credit must have each credit hour value as a separate section. (Two decimal places, preceed with zeros). ⌊⌋⌋⌋ Report in semester hours if on semester system or quarter hours if on quarter system. Non-variable course credit hours must match the credit hour value on the course master file.
12	36-39	4	Total Number Enrolled Total number of students enrolled. Should be the sum of items 13, 14, 15, 16, and 17. (Right justified numeric, preceed with zeros).
13	40-43	4	Total In-District Reimbursable Enrollment: (Right justified, preceed with zeros).
14	44-47	4	Total Out-of-District Reimbursable Enrollment: (Right justified, preceed with zeros).
15	48-51	4	Total In-District Non-Reimbursable Enrollment: (Right justified, preceed with zeros).
16	52-55	4	Total Out-of-District Non-Reimbursable Enrollment: (Right justified numeric, preceed with zeros).
17	56-59	4	Total Out-of State Enrollment: (Does not qualify for apportionment). (Right justified numeric, preceed with zeros).

S-3 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
*18	60-65	6	PCS HEGIS Code - OPTIONAL - FOR LOCAL USE ONLY: In the 6-digit numeric code, the first 2 digits are used for program and subprogram code. The last 4 digits are used for the four-digit program category (discipline/ HEGIS) code.
*19	66-70	5	Local Course Section Number (Alpha Numeric - Left Justified) Required only if the college's course section numbers are more than two digits and hence different than in Item 7; otherwise leave blank. NOTE: A unique two-digit section number must still be used in Item 7. The local course section number is necessary to provide an audit trail for apportionment.
*20	71-72	2	Do Not Use
*21	73-78	6	Card ID/Counter: Numeric, PWZ Optional field--to be used as a unique card ID/Counter. Can be used by ICCB to more easily correct errors in apportionment EDITS and updates - recommend usage.
*22	79	1	Claim Type Identifier: ALPHA Use the following codes: R - Regular S - Supplemental Blank - Error Corrections
23	80	1	Update Code: A, C, D A-Add - Must be on all S-3 cards of the original claim and the supplemental claim. Zeros are required in all enrollment fields that have no enrollment figures. C-Change - Used only on S-3 cards for Error Correction Claims. For a change the first 8 items (cc 1-19) on the S-3 card must be filled in, in addition to the items being corrected. For additional enrollments, only the additional amounts should be entered. For negative changes, only the amount to be subtracted should be entered by a minus overpunch of the number. A "C" must be punched in cc 80. D-Delete - Used only on S-3 cards for Error Correction Claims. For a delete complete the first 8 items and place a "D" in cc 80. *Note that usually a Delete is accompanied by an Add (A in Column 80) in order to make a correction to a key area error. Since a delete of an S-3 also deletes all corresponding S-6's, the accompanying Add card for the S-3 should probably have Add cards to replace the automatically deleted S-6's.

COURSE ENROLLMENT AND RESOURCES, S-6 CARD FORMAT

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type - S
2	2	1	Card Number - 6
3	3-5	3	District Number
4	6-7	2	Campus Number: Two digit numeric, preceed with zero. (01 for all single campus districts).
5	8-12	5	Course Identification Prefix: Alpha-numeric prefix is first part of course identification number. Must be left justified.
6	13-16	4	Course Identification Number: Alpha-numeric course number is second part of course identification number. Must be left justified.
7	17-18	2	Course Section Number: Two digit alpha-numeric section identification code. [Section identification codes of the same course must be unique].
8	19	1	Apportionment Period/Instruction Term Codes: 1 - Summer 3 - Fall 4 - Winter 6 - Spring

* NOTE -- Key includes 1-19; 33-60; 65-73

9	20-24	5	"In Conjunction With"Course Identification Prefix. Leave Blank if Primary Course. If not primary course, enter Course Prefix of primary course if this course is taught in the same place and at the same time as the primary course. (Designate one course as the Primary Course and report the other courses as In-Conjunction-With the Primary Course). Must be left justified.

S-6 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
10	25-28	4	"In Conjunction With" Course Identification Number. Leave Blank if Primary Course. If not primary course enter course number of Primary Course with which this course is being taught in conjunction. Must be left justified.
11	29-30	2	"In Conjunction With" Course Section Number. Leave Blank if Primary Course. If not primary course, enter section number of the primary course with which this course is being taught in conjunction. Must be left justified.
12	31	1	Instructional Type Codes: L--Lecture D--Discussion/Lecture S--Seminar X--Laboratory/Laboratory-Discussion I--Independent Study E--Internship, Field Experience, other Special Experiences A--Audio-Visual, including Closed Circuit TV T--Television, Open O--Other
13	32	1	Not Used
14	33-38	6	Location Facility: Facility Codes:(facilities, buildin and room data must match data on the facilities invento for all on-campus facilities. Columns (33, 34, 35) - Must be filled in. ONC--On-Campus facilities OFF--Off-Campus facilities EXT--Extension facilities FOR--Foreign Countries Note: The above facilities codes cannot be left blank. Columns (36, 37, 38)- (must be completed for all on-campus facilities) Additional facilities identifier (uniqueness should be maintained). Example: If a college has three off-campus facilities 1, 2, and 3 in town 'B' and county 'A' they may which to code them as follows: OFF AB1 OFF AB2 OFF AB3 Must be left justified.

S-6 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
15	39-44	6	Location Building: Building Identification Codes

Locally Assigned Buildings must have unique identification codes. (Read Facilities Section of the Conceptual Design Manual Pages 121-156). Building Identification Codes are required for all on-campus buildings but are optional for off-campus and extension facilities. On-campus facilities data are necessary for facility inventory and utilization reports which are essential for capital development requests. This field may not be left blank. If you do not wish to report individual buildings for off-campus and extension facilities, use code OFF for off-campus and EXT for extension facilities. Left justified.

16	45-48	4	Location Room Number: Room Identification Number.

All rooms in a given building must have unique identification numbers. Room numbers are required for all courses in on-campus buildings. This field may not be left blank. If you do not wish to report individual rooms for off-campus and extension buildings enter 'OFF' for off-campus and 'EXT' for extension.

17	49-56	8	Meeting Days Codes:

Column	Code	Day
49	S	Sunday
50	M	Monday
51	T	Tuesday
52	W	Wednesday
53	H	Thursday
54	F	Friday
55	A	Saturday
56	O	Open

For Example: 49 50 51 52 53 54 55 56

Monday, Wednesday, Friday	M W F
Tuesday, Thursday	T H
Open Schedule	O

Note: Each code is to be punched in the appropriate column as shown in the example above.

18	57-60	4	Meeting Time - From

HH:MM form
12:00 Midnight = 2400
8:00 a.m. = 0800
12:00 Noon = 1200
4:00 p.m. = 1600

S-6 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
			For "Open" meeting days and "To Be Arranged" time schedules enter the number of hours and minutes of expected student attendance per week. In most cases this would be the minimum number of hours expected of all students although some students might spend much more time per week at their own option. (Note: An S-7 card is needed for Open Labs and Open Classrooms) Examples: "Open" Class 3 hours of expected attendance per week Enter 0300 "To Be Arranged" schedule 4½ hours of expected attendance Enter 0430
19	61-64	4	Meeting Time - To HH:MM form For Open and To Be Arranged schedules enter TBA (left justified) Examples: 9:30 a.m. = 0930 2:00 p.m. = 1400 Open = TBA To Be Arranged = TBA
20	65-73	9	Instructor (Social Security Number) (If multiple instructors submit multiple S-6 cards).
21	74-76	3	Instructor Fractional FTE Fraction of the faculty members full-time equivalency (based on institutional definition) for teaching this course - expressed in decimals (9V99) 1. If 15 credit hours equals 1 FTE, an instructor teaching a 3 credit hour course would produce 3/15 or 0.20 FTE. (Punch 020) 2. If 16 contact hours equals 1 FTE, an instructor teaching a 3 credit hour course with lecture and lab which meets for 4 contact hours would produce 4/16 or 0.25 FTE. (Punch 025)
22	77-79	3	Do Not Use
23	80	1	Update Code A--Add - Use for all S-6 cards, including multiple cards on initial and supplemental report each Semester. C--Change - Used to correct data submitted on an initial or supplemental S-6 card. Data submitted on the card will replace data on original card by substitution. D--Delete - Will delete an entire S-6 card previously submitted.

S-7 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type: 'S'
2	2	1	Card Number: '7'
3	3-5	3	District Number
4	6-7	2	Campus Number
5	8-12	5	Course Identification Prefix: Alpha-numeric prefix is first part of course identification. Must be left justified
6	13-16	4	Course Identification Number: Alpha - numeric course number is second part of course identification number. Must be left justified.
7	17-18	2	Course Section Number: Two digit alpha-numeric identification code. (Section identification codes of the same course must be unique. Note #1: The S-7 card is for use in facility utilization reports and for that reason is associated primarily with a room rather than a particular course. In an 'Open' classroom or lab situation, in which multiple courses are using the room on an 'Open' basis, only one S-7 card might be submitted for that room. (See Note #2) Therefore, items 5-6-7 need not be filled in with an actual course identification, but may be used to specify that this is a special situation such as 'Open S-7' in Columns 8-16. Also note that the use of the 'Open' concept should be limited to those classrooms and particularly Labs which have self-instruction materials and/or an instructor present during those days and times that the room is declared as 'Open'.
8	19	1	Apportionment Period/Instruction Term Codes: 1 - Summer 3 - Fall 4 - Winter 6 - Spring

S-7 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
9	20-25	6	Usage Beginning Date: Beginning date that this classroom was used in the 'Open' mode in YYMMDD format.
10	26-31	6	Usage Ending Date: Ending date that this classroom was used in the 'Open' mode in YYMMDD format.
11	32	1	Instruction Type: L -- Lecture D -- Discussion/Lecture S -- Seminar X -- Laboratory I -- Independent Study E -- Internship, Field experience, other special experiences A -- Audio-visual, including closed circuit TV T -- Television, open O -- Other
12	33-35	3	Facility Location: Facility Codes: (Note that facilities, building and room data must match data on the facilities inventory file for all on-campus facilities) columns (33, 34, 35) must be filled in. ONC -- On-campus EXT -- Extension OFF -- Off-campus FOR -- Foreign
13	36-38	3	Facility Identification: The facility identifier as reported on the facility inventory file and the S-6 card.
14	39-44	6	Building Identifier: The building identifier as reported on the facility inventory file and the S-6 card.
15	45-48	4	Room Identifier: The room identifier as reported on the facility inventory file and the S-6 card.
16	49-56	8	Meeting Days: Use standard positional code (See Section III, Page 6, Item 17 of MIS Procedures Manual (Revised January 22, 1976) for codes) to show what days this room is in an 'Open' situation.
17	57-60	4	Meeting Time-From: Time (HHMM) that the room begins to be in an 'Open' mode.

S-7 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
18	61-64	4	Meeting Time-To: Time (HHMM) that the room ceases to be in an 'Open' mode.

Note #2. If the classroom or lab is available for 'Open' use in various blocks of time during the day or at different times or different days, multiple S-7's may be necessary. Examples -- If classroom 104 is in an 'Open' mode on MWF from 10:00 A.M. until 2:00 P.M., and on Tuesdays and Thursdays from 8:00 A.M. until 12:00 P.M., then two S-7's would be necessary for this room:

	Room I.D.	Meeting Days	Meeting Time From	Meeting Time To
Card 1:	104	M W F	1000	1400
Card 2:	104	T H	0800	1200

Similarly, if classroom 106 is in an 'Open' mode on MWF from 10:00 A.M. until 2:00 P.M., and 4:00 P.M. until 6:00 P.M., two S-7's would be necessary.

	Room I.D.	Meeting Days	Meeting Time From	Meeting Time To
Card 1:	106	M W F	1000	1400
Card 2:	106	M W F	1600	1800

19	65-79	15	Do not use:
20	80	1	Update Code: A -- Add C -- Change D -- Delete

Reporting Large Group Lecture--Small Section Lab Combinations Via S-3 and S-6 Cards

To accurately reflect facility and resource utilization for Laboratory-Lecture classes which have a large group lecture class on one or more days per week and separate small laboratory sections meeting at different times and/or in different facilities, each section must be reported as a unique section on the S-3 apportionment cards. The S-6 resource cards that correspond to each S-3 card will then represent the resources that this section utilized.

Note that if an S-3 card is prepared for the large lecture section, the enrollment distributions cannot be allocated to the laboratory sections by the S-6 cards because the S-3 card contains the enrollment data.

Example:

Lecture Section A

Chemistry 101--4 cr.hrs.(.25 FTE) (all sections) (53 students) - Lecture Monday, Wednesday, Friday 8:00-9:00 a.m. in Room 150

Lab Section B (15 students) - Tuesday & Thursday 8:00-9:00 a.m. in Room 152

Lab Section C (20 students) - Tuesday 6:00-8:00 p.m. in Room 152

Lab Section D (18 students) - Monday and Wednesday 9:00-10:00 a.m. in Room 152

S-3 and S-6 Cards Needed

CARD	COURSE#	SECTION	CR. HOUR	# OF STUDENTS	DATA SHOWN
S-3	Chem 101	A	4	53	
S-6	Chem 101	A			Monday, Wednesday, Friday; Lecture 8:00-9:00 a.m. in Room 150 Instructor: John Smith
S-3	Chem 101	B	0	15	(FTE = 3/16 = .18)
S-6	Chem 101	B			Tuesday & Thursday; Laboratory 8:00-9:00 a.m. in Room 152 Instructor: Bill Jones (FTE = 1/16 = .06)
S-3	Chem 101	C	0	20	

CARD	COURSE #	SECTION	CR. HOUR	# OF STUDENTS	DATA SHOWN
S-6	Chem 101	C			Tuesday; Laboratory 6:00-8:00 p.m. in Room 152 Instructor: Jane White (FTE = 1/16 = .06)
S-3	Chem 101	D	0	18	
S-6	Chem 101	D			Monday & Wednesdav; Laboratory 9:00-10:00 a.m. in Room 152 Instructor: Mary Rule (FTE = 1/16 = .06)

Example:

The instructor FTE calculations for each of the sections of the 4-hour chemistry course in the example are explained below. In this example, assumptions concerning what constitutes instructor FTE-ness are arbitrary. Each college would use its own locally defined FTE.

For the purposes of this example, 16 credit hours equates to 1 instructor FTE, with 1 lecture contact hr. = 1 cr. hr. and 2 lab contact hrs. = 1 cr. hr. The responsibility for this course is divided among 4 instructors. John Smith teaches the lecture portions, while Jones, White, and Rule teach the lab portions. Therefore, for each section, the instructor FTE breakdown is as follows:

Instructor	Course	Section	FTE
Smith (one class consisting of 3 sections)	Chem 101	A	3/16 cr. hr. = .18
Jones	Chem 101	B	1/16 FTE (1 cr. hr.) = .06
White	Chem 101	C	1/16 FTE (1 cr. hr.) = .06
Rule	Chem 101	D	1/16 FTE (1 cr. hr.) = .06

EXAMPLES OF USING S-3 AND S-6 CARDS IN SEVERAL DIFFERENT SITUATIONS

The following examples are suggested methods for claiming apportionment and reporting resources for several different types of instructional arrangements:

A. Independent Study

Example 1: Five students are enrolled in History 101 during the fall semester on an independent study basis.

1. Submit an S-3 card for these five students as a unique section of History 101.
2. Submit an S-6 card designating that the instructional type is I-independent study. If the Meeting Days is O-open leave Meeting Time and Facilities blank.

Example 2: An instructor allows one or two of the students in his regular class of 30 students to work on an independent study basis but in conjunction with the regular class.

1. Include the one or two students on the same S-3 and S-6 cards as the entire class. This is assumed to be normal instructional procedure and does not constitute a separate section.

B. Variable Credit Courses

Courses offered for variable credit must have unique sections for each credit value given.

Example: Typing 101 offered for variable credit up to a maximum of 4 credit hours.

Typing 101	Section A1	---	1 Credit Hour
Typing 101	Section A2	---	2 Credit Hours
Typing 101	Section A3	---	3 Credit Hours
Typing 101	Section A4	---	4 Credit Hours

1. Submit S-3 card for each section.
2. Submit S-6 card for each section but designate Section A1 as the primary course and report the other sections as "in-conjunction with" section A1.
3. Credit hours claimed on apportionment should match credit hours attempted by students. Note that you may want to submit these courses as supplementals to avoid this problem.

C. Open Enrollment - Variable Entry - Variable Exit

Since each course section has unique beginning and ending dates, a unique section would seem essential for almost every student enrolled in a "variable entry-variable exit" type of enrollment. However, since an enrollment period in a regular term lasts for at least a week and since the course duration in open enrollment situations must be estimated (based on the average length of time that it takes 95% of the students to complete the course), a practical approach is to create a new section for each week of enrollment.

Example: Art 132 Variable Entry-Variable Exit

Week #1	Art 132	Section 1A
Week #2	Art 132	Section 1B
Week #3	Art 132	Section 1C
.	.	.
.	.	.
.	.	.

1. Submit S-3 card for each section.
2. Submit S-6 card for each section but designate one section as primary course and use the "in-conjunction with" feature for other sections.
3. Procedures for claiming sections for apportionment.

   a. Sections are to be claimed as part of the regular apportionment claim if the mid-point of the course falls on or before the mid-point of the normal term during which the course is offered.
   b. If the mid-point of a section falls after the mid-point date of a normal term but on or before the last date of the apportionment period, the section is to be claimed as part of the supplemental claim.
   c. A section that has its mid-point fall after the end of a normal term should be claimed as part of the regular claim of the next apportionment period.

D. To Be Arranged and Open Classroom Procedure

The user may add a 'To Be Arranged' class or an 'Open' class in several different ways. The recommended way to add a 'TBA' class is for the user to punch the characters 'TBA' in the 'Meeting Time - To' field (columns 61-64) of the S-6 card. If the user knows the number of hours that will be required, he may put this amount in the 'Meeting

Time - From' field (columns 57-60). In this case, the weekly student hours column will be incremented but not the weekly room hours column, since the class times are not definitely scheduled and may overlap with another scheduled class. (Example 1)

If an 'Open' class is to be input, the recommended method will be to put an alphabetic 'O' in the eighth position of the 'Meeting Days' field (column 56). The program will then ignore any time punched in the 'Meeting Days' field of the output report. If no numeric value is placed in the 'Meeting Time - From' field (columns 57-60) of the S-6 card, then 'TO BE ARR' will appear in the 'Meeting Time' field of the output report. If a numeric value is punched in the 'Meeting Time - From' field of the S-6 card, then this amount of hours will be added to the weekly student hours column, but not to the weekly room hours column, since no specific room usage time has been scheduled. (See Example 2 of Figure 1)

The 'Open' option may also be used with the 'TBA' option punched in the 'Meeting Time - To' field (columns 61-64). In this case, the user should punch an alphabetic 'O' in column 56, the course hours required in columns 57-60, and 'TBA' in columns 61-64. 'OPEN' will be printed in the 'Meeting Days' field of the output report, the course hours in the 'Beginning Time' field, and the characters 'HRS TBA' following this. The weekly student hours column will again be incremented, but not the weekly room hours column.

The S-7 card is to be used in conjunction with 'Open' classes and 'Open Lab' classes to add to the weekly room hours column. This card should be used to indicate times a room is open to student usage, although not in conjunction with a formal class presentation, as indicated on the S-6 card. (Example 3) The S-7 card should be used with specific meeting days and times only. The 'Open' option and the 'To Be Arranged' option should not be used since this card is to be used in conjunction with cards already using these options.

ILLUSTRATION OF "OPEN" CLASSROOMS AND "TO BE ARRANGED"
SCHEDULES UTILIZATION ON FIUS60 FOR ONE ROOM

	STATIONS	COURSE	SECT.	DAYS	TIME	STUDENTS	WEEKLY ROOM HOURS	WEEKLY STUDENT HOURS
ROOM	30	MATH 100	A	M W F	0800-0930	30	4.5	135.0
ONCL A 100		MATH 200	A	T H	0800-0930	20	3.0	60.0
	(3)	*OPEN 57	1	MTWHF	1000-1400	-	20.0*	--
TYPE		MATH 220	B	OPEN	0300 HRS-TBA	25	--	75.0*
110		MATH 220	C	OPEN	0300 HRS-TBA	15	--	45.0* (2)
		MATH 220	D	OPEN	0300 HRS-TBA	30	--	90.0* (2)
SQUARE		MATH 220	E	OPEN	0300 HRS-TBA	20	--	60.0* (2)
FEET		PHYS 110	A	MTWHF	1420-1520	25	5.0	125.0
700		PHYS 280	B	T H	0400 HRS-TBA	10	--	40.0* (1)
		HIST 100	N	M W	1800-2000	26	4.0	104.0
		HIST 102	C	T H	1800-2000	24	4.0	96.0
		ROOM OCC.					40.5	830.0

ROOM OCC. 74.5% STA. OCC. 52.2%

ROOM UTILIZATION RATE = 53 HOURS

Note: Without the "Open Lab" and the "TO BE ARRANGED" features the Utilization Rates would be:
ROOM OCC = 37.7%
STA OCC = 32.7%

Figure 1

ADDITIONAL INFORMATION ABOUT S-6 CARD WHEN MULTIPLE CARDS ARE NEEDED

I. General Principle: Each S-6 card is associated with a unique S-3 card. If for a given course section (S-3) card there are multiple instructors, multiple rooms, or multiple meeting times, then multiple S-6 cards are needed for each difference. The multiple S-6 cards add to the information provided in the original S-6 card regarding facilities, instructors, and meeting times. Due to the complexity of the S-6 card, it is suggested that in the case of multiple S-6 cards that all fields on all cards be filled with data, and that no data fields be omitted on any card. This is a departure from instructions in prior manuals, and procedures to establish this modification should be made as soon as possible.

II. Reporting Facilities Utilization in Modular Areas: For modular areas of buildings which have the flexibility of being used for one room, two rooms, four rooms, etc. as desired and as needed, the question arises as to how these facilities should be reported on the S-6 cards to accurately reflect its utilization. The following guidelines are suggested for this situation:

A. Consider the entire area as one room (similar to gymnasium for PE purposes);

B. Report all classes that meet in the modular area. This will show how many students use the area for how many hours each day;

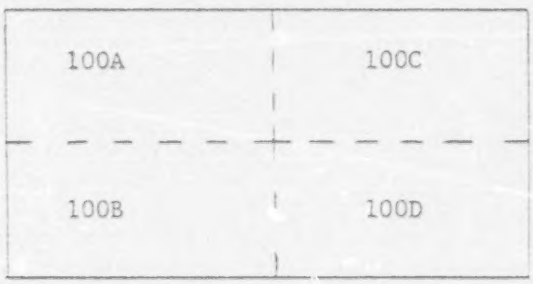
C. If two or more classes meet in the area at the same time but as separate classes, do not use the in-conjunction-with feature. Simply report the room used at the same time by all classes. The inventory data for that room should show that it has the flexibility of housing more than one class at a time. See the example on the next page (Page 18) for clarification.

NOTE: The room identifier must match the room inventory data on R-3 Card.

REPORTING COURSE ENROLLMENTS IN LARGE OPEN ROOMS THAT CAN BE SUBDIVIDED INTO TWO OR MORE SMALL ROOMS

The ICCB Facility Utilization Programs and Faculty Utilization Programs are designed to correctly report usage in large open classroom areas which can be subdivided into two or more classrooms provided that the course enrollment data shows the entire large classroom area. For example, if Room 100 is a large area that can be divided into as many as four separate classroom areas, see figure below:

ROOM 100



The facilities inventory should show Room 100 with its entire area and its entire number of stations. The four possible divisions, 100A, 100B, 100C and 100D may be used for scheduling if desired but should not be included on the facilities inventory nor on the S-6 card of the course enrollment data. The ICCB Facility Utilization Program will enable a number of different courses to use the same room at the same time. In so doing, the program accounts for the number of hours that the room is used without duplication and it credits all of the student contact hours that are produced within the room. (Even if only one section of Room 100 is being used, the entire Room 100 gets credit for room usage, however, the station utilization will be accurately reflected). Shown below is a sample from the ICCB Utilization Program FIUS60 which shows a large classroom area being used for one or more classes at a time.

COURSE	SECT	DAYS	TIME	STUDENTS ENROLLED	WEEKLY ROOM HOURS	WEEKLY STUDENT HOURS
MTH 099	01	M W F	1200-1250	26	3.0	78.0
MTH 130	02	T H	1300-1450	26	4.4	114.4
MTH 140	03	M W	1300-1450	20	4.4	88.0
MTH 110	04	M W F	1300-1350	32	1.0	96.0
MTH 114	04	M W F	1300-1350	28		84.0
MTH 112	05	T H	1400-1515	31	3.0	93.0
MTH 114	05	T H	1400-1515	26		78.0
PSY 101	06	M W F	1400-1450	27	3.0	81.0
MTH 150	02	M	1500-1650	6	2.2	13.2
ECO 101	02	M W	1830-1945	25	3.0	75.0
MTH 099	02	T H	1830-1945	27	3.0	81.0
MTH 110	05	T H	1830-1945	31		93.0
MTH 114	05	T H	1830-1945	17		51.0
MTH 131	01	M W	2000-2150	21	4.4	92.4
MTH 132	01	M W	2000-2150	13		57.2
EDUS 242	41	T H	2000-2115	13	3.0	39.0
COM 102	04	M W	2000-2115	20		60.0
MTH 099	03	T H	2000-2115	26		78.0
COM 111	05	M W	2130-2245	17	3.0	51.0
ROOM 000.	169.5%	STA. 000.	102.1%		67.8	2,449.2

ICCB STUDENT DATA BASE USING E1 CARDS

This brief outline attempts to explain some of the key features of the ICCB MIS Student Data Base Module utilizing the E1 card submitted for each student enrolled based on end-of-registration (10th day) of each term. This modification to the student module will enable the E1 card data to replace the present E and Y card submissions and will generate most of the 10th day enrollment reports. In addition, the E1 card will replace the present Z card because it can generate the curriculum enrollment reports.

A. Purposes of the Student Data Base at the ICCB

1. Defines a common set of student data elements that can be developed at the college level which will have standard meaning from college to college.

2. Provides a common format for submitting basic student data in machine readable form to the ICCB for statewide analysis.

3. Provides data for community college student characteristics reports and analysis.

4. Provides data for student-flow and student retention studies.

5. Provides data about student outputs on an annual basis required by RAMP/CC and useful for college analysis. This includes number of unduplicated students served annually and the number of student semester hours of credit produced.

6. Provides basic data about students useful for follow-up studies and other analysis.

7. Provides data in machine readable form for ICCB and IBHE enrollment reports including both 10th day student enrollment reports and the curriculum enrollment reports.

B. College Data Input

1. The E1 card would replace the present E, Y, and Z cards.

2. The E1 card would be utilized for 10th day enrollment reports.* This data would be submitted each term.

3. E1 cards for students enrolling after the end of regular registration would be submitted at the end of the term and would provide data for cummulative enrollment reports.

4. Individual student data in addition to E1 card data might be defined and required for special studies as needed. This may be for student-flow or follow-up studies.

* The E1 card can generate all the enrollment reports based on student major and other student characteristics. It cannot generate apportionment type FTE enrollment reports which are based on course type. These type of enrollments can be generated from the S3 apportionment data at the ICCB. The colleges also keep enrollment data by course and can produce basic reports by course type.

C. ICCB Storage and Analysis

1. ICCB would process E1 cards sent for 10th day enrollment reports and would utilize the same data for the Curriculum Enrollment report eliminating the need for the Z card submission.

2. ICCB would store E1 card data on computer tape by fiscal year.

3. E1 card data could be used for student characteristic studies, student-flow analysis, and student retention studies.

D. Advantages of the E1 Card for Student Data

1. The ICCB would have a comprehensive data base on students.

2. Volume of data would be reduced from the present method.

3. Data on E1 cards can be used instead of enrollment reports.*

4. Local community colleges will have the capability to provide individual student data on all students.

5. This system could be implemented with present resources at the ICCB and would reduce the data requirements at the college level.

6. E1 cards can be used to produce curriculum enrollment reports eliminating the need for Z card submission.

The E1 card seems to be a compromise of the type of data that is needed and useful at the state level. The data on the E1 card is not adequate for a comprehensive student data base which is needed at the local level. Also, the E1 cards would have to be supplemented by additional data for follow-up studies and other special studies conducted by the ICCB. These limitations were also inherent in the E and Y card data. The ICCB will still continue to obtain academic characteristic data on community college students directly from ACT and will be able to interface this data with the E1 card data for special analysis.

To be able to utilize E1 card for 10th day enrollment reporting, data on number of hours of credit completed by the student had to be given up. Although this is good and useful information it is not needed as frequently as the enrollment data. Hence, this is data that colleges will have to report annually in RAMP/CC using the more detailed student data bases that are necessary at the local college level. The community college MIS personnel favor this approach because it is much easier for them to provide a report showing the number of credit hours students complete annually than it is to keep modifying their enrollment reports to satisfy the needs of IBHE and ICCB.

The curriculum identification number was included on the E1 card so that the E1 cards would also replace the curriculum enrollment cards (Z cards). The curriculum identification number will enable the Z1 cards to enterface with the ICCB curriculum Master File to pick up PCS, HEGIS, and degree type codes. This will not only provide all the necessary information for the curriculum enrollment reports but will enable additional analysis of the student data.

E-1 CARD

This format is a modification of the E-Card and designed to be reported at the end-of-registration period during a term.

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: E
2	2	1	Type of Submission 1--10th day 2--End of term additions
3	3-5	3	District Number**
4	6-7	2	Campus Number**
5	8-16	9	Student Identifier: Social Security Number. (If no social security number available, use locally assigned student identification number.)
6	17	1	Apportionment Period/Instructional Term Codes: 1--Summer 3--Fall 4--Winter 6--Spring
7*	18-19	2	Fiscal Year: For 1977-78 (FY 1978), enter 78. Note Fall 1977 is FY 1978.
8	20	1	Enrollment Status 1--First time student 3--Transfer student 5--Continuing student 7--Re-admit student
9	21-26	6	Previous Institution: FICE Code of immediate previous institution from which student transferred. (Leave blank if student is not a transfer student or if information is not available.)

* Card columns 1-19 (Items 1-7) constitute the record key for the E-1 card data. Errors in this area must be changed by deleting and adding.

** College FICE code will be put on the student record in the computer edit program by the ICCB.

E-1 Card Format

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
10	27-28	2	Student Level Codes: 01--Freshman 02--Sophomore 10--Unclassified or Other
11	29	1	Residency Codes: 1--In-District 3--Out-of-District 5--Out-of-State 7--Foreign Country
12	30-32	3	County Code: Use 3 digit numeric county code provided in Data Base Directory. (Out-of-State leave blank.)
13	33-35	3	In-District Students, Out-of-State Students, Foreign Students, or If Information Is Not Available: Leave Blank Out-of-District Students: From all Other Community College Districts--enter Home District Number From Illinois Non-Community College District--enter 701
14	36	1	District Instructional Arrangement LEAVE BLANK--If student is not a chargeback or shared student, otherwide code as shown below. 1--(Shared From) If student is officially enrolled at another college, but is also taking courses at your college as a shared student 3--(Shared By) If student is officially enrolled at your college, but is also taking courses in another college as a shared student 7--Chargeback: A student with a chargeback authorization attending your college.
15	37-38	2	State Code: State of origin (Residency) of student at time of initial enrollment. Use two digit numeric state code shown on page 212 of Data Base Directory.

E-1 Card Format

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
16	39-42	4	Credit Hours Enrolled as of the end-of-registration date. Report total of all credit courses for which student is enrolled. (Two decimal field - 99V99)
17	43	1	Credit Hour Type Enter S - Semester credit hours Q - Quarter credit hours
18	44-48	5	Students Curriculum* Curriculum Prefix - Alpha-Numeric Five digit-left justified must be identical to the curriculum prefix as approved on ICCB Form 20A and shown on ICCB Curriculum Master File.
19	49-52	4	Curriculum Number - Alpha-Numeric Four digit - left justified must be identical to curriculum number as approved on ICCB Form 20A and shown on ICCB Curriculum Master File.
20	53-58	6	Birthdate in YYMMDD form. August 27, 1956 would be entered 560827. (If birthdate is unknown, leave blank.)
21	59	1	Ethnic/Racial Classification (New HEGIS Definitions)** (Leave blank if unknown.) 1--Asian or Pacific Islander 2--American Indian or Alaskan Native 3--Black Non-Hispanic 4--Hispanic 5--White Non-Hispanic 6--Refuse to Indicate
22	60	1	Sex: Use numeric codes Not Known (Leave Blank) 1 -- Male 2 -- Female

* PCS code, HEGIS code, and Degree/Certificate type will be entered on the student record by a computer program interface with the ICCB Curriculum Master File. Curriculum I.D. number must match the I.D. number on the ICCB Curriculum Master File exactly.

** HEW has changed their categories to the ones shown; hence, this change in categories will enable the community colleges to report HEGIS data and ICCB data by using a common definition.

E-1 Card Format

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
23	61	1	Type of Attendance: The type of attendance that accounts for the majority of the credit hours for which a student is enrolled. If half or more of the enrollment is on-campus, consider the student as on-campus.

Code	Classification
C	On-Campus
F	Off-Campus
X	Extension
H	Homestudy

24	62	1	Time of Attendance: The time of attendance that accounts for the majority of the student's course enrollment. (If one-half or more is day, use day.)

1 - Day 7:00 A.M. to 4:59 P.M., Mon. - Fri.
3 - Evening 4:59 P.M. to 6:59 A.M., Mon. - Fri.
5 - Weekend - Saturday or Sunday

25	63	1	Student Intent (OPTIONAL - USED FOR SPECIAL STUDIES ONLY)

The student intent codes were used for students in the Statewide Occupational Follow-up Study. The Research Advisory Council is attempting to develop a better set of student intent items. These new items will be used for special studies in the future.

E-1 Card Format

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
26	64-65	2	High School Percentile Rank (Optional)
27	66-67	2	ACT Composite Score (Optional)
28	68-79	12	Do not use
29	80		Update Code

A--Add - for original submission of E-1 card for a given term.
C--Change - used only to correct or modify an original submission.
D--Delete - used to completely delete an original submission.

Faculty and Staff Inventory and Utilization Module

The Faculty and Staff Inventory Module of the ICCB MIS was initiated on a pilot basis using FY1975 data for all full-time teaching faculty only. During FY1976, an attempt was made to collect both full-time and part-time faculty data for the fall term and for the entire year. A great deal of difficulty was experienced in attempting to obtain data which would accurately reflect the appointment and assignments of faculty during the fall term. This data is often depended on the workloads during the next semester. Hence, to obtain the most accurate data the best time to obtain it is at year end after all assignments and adjustments are known.

The experience with the faculty and staff module have also resulted in the following recommended revisions:

1. Item 12 - Marital Status on P-2 card is designated as an optional field which is not required for ICCB but may be used for local college use.

2. An Unknown category was added to the Birthday Item. (Item #6 on P-2 card).

3. The HEGIS area code of the appointment was revised to include the Program Classification Structure (PCS) code and the first two digits of the HEGIS area code. (Items 16 and 17 on P-5 card).

4. The procedure for collecting faculty and staff data was changed so that the data would be collected at the end of the fiscal year and coinciding with the same terms as used in the unit cost study.

FACULTY AND STAFF INFORMATION P-2 CARD FORMAT

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type - P
2	2	1	Card Number - 2
3	3-5	3	District Number
4	6-7	2	Campus Number: Two digit numeric, precede with zero. (01 for all single campus districts).
5	8-16	9	Social Security Number: Nine digit numeric
6	17-22	6	Not Used
*	---------- End Of Key Area ----------		
7	23-52	30	Name: Left justified alpha - Last Name, First Name MI Example: Smith, John T. [For local college use only] Should be left blank for submission to the ICCB
8	53	1	Sex: Use alpha codes. M - male F - female Blank - not known
9	54-59	6	Birthday: In year, month, day order - YYMMDD If unknown, enter 999999
10	60-63	4	Citizenship: Left justified alpha codes US - United States Citizen (for codes of foreign countries, see data base directory) (OPTIONAL-NOT REQUIRED FOR ICCB SUBMISSIONS)
11	64	1	Ethnic/Racial Classification (New HEGIS Definitions) (Leave blank if unknown.) 1--Asian or Pacific Islander 2--American Indian or Alaskan Native 3--Black Non-Hispanic 4--Hispanic 5--White Non-Hispanic 6--Refuse to Indicate
12	65	1	Marital Status: Alpha Codes (OPTIONAL-NOT REQUIRED FOR ICCB SUBMISSIONS) S--Single M--Married L--Legally Separated W--Widowed D--Divorced X--Unknown

P-2 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
13	66	1	Physical Handicap Status: The designation of employee physical deficiency or impairment that may require special arrangements (OPTIONAL-NOT REQUIRED FOR ICCB SUBMISSIONS) Codes A--Ambulatory S--Sight H--Hearing O--Other Y--Yes, Unspecified N--None X--Unknown
14	67	1	Highest Degree/Diploma/Certificate Earned: Highest Earned Award R--Certificate and Diplomas (less than one year) C--Certificate and Diplomas (one year or more) A--Associate Degree B--Bachelor's Degree M--Master's Degree P--First Professional Degree D--Doctoral Degree O--Other
15	68-79	12	Not Used
16	80	1	Update Code: A--Add, C--Change, D--Delete

*OPTIONAL CARD - NOT REQUIRED BY ICCB

FACULTY AND STAFF INFORMATION P-3 CARD FORMAT

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type - P
2	2	1	Card Number - 3
3	3-5	3	District Number
4	6-7	2	Campus Number:
5	8-16	9	Social Security Number: (same as P-2 card)
6	17-22	6	Not Used
*	---------- End Of Key Area ----------		
7	23-28	6	Facility Identifier: Alpha Numeric--Facility Code of Employee's Office Assignment Columns 23,24,25 - must be filled in (left justify) ONC -- On-Campus facilities OFF -- Off-Campus facilities EXT -- Extension facilities FOR -- Foreign Countries Columns 26,27,28 - Unique Facilities Identifier Must be completed for on-campus facilities. May be left blank for off-campus or extension facilities
			NOTE: facilities, building, and room identifiers must match the identifiers reported on the facilities inventory data and on the course resource data submitted on S-6 cards
8	29-34	6	Building Identifier: Building code of Employee's Office. (See note above; also see detailed format for S-6 card Item 14) (left justified alpha numeric)
9	35-38	4	Room Identifier: Alpha Numeric Room Number of Employee's Office (see notes above; also see detailed card format for S-6 card, item 15)
10	39-79	41	Not Used
11	80	1	Update Codes A--Add, C--Change, D--Delete

Note: P-3 cards are filled out for faculty and staff who have assigned offices only.

*This data is required on the IBHE space survey and can be used for facility utilization.

FACULTY APPOINTMENT INFORMATION P-4 CARD FORMAT

(This card for local use only; not for submission to ICCB)

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type - P
2	1	1	Card Number - 4
3	3-5	3	District Number
4	6-7	2	Campus Number
5	8-16	9	Social Security Number
6	17-18	2	Appointment Number: (2-digit numeric; precede with zero) Sequential number of appointments for each employee, beginning each fiscal year 01 -- first appointment 02 -- second appointment
7	19-22	4	Not Used
*	---------- End Of Key Area ----------		
8	23-27	5	Appointment Identifier: Alpha-numeric - left justified institutionally determined identifier of the appointment Examples: CHAIR - Division Chairman ADM - Administrator INST - Instructor COUN - Counselor
9	28-52	25	Appointment Title: (Alpha-left justified) Title of the appointment
10	53-57	5	Appointment Organizational Unit: Alpha-numeric-left justified Locally named identifier of division to which appointment is made Examples: ENG - English Division ART - Fine Arts Division PYSCH - Psychology STSR - Student Services Division
11	58-75	18	Payroll Account Number: (Numeric - fill with zeros) Employee's payroll number
12	76-79	4	Not Used
13	80	1	Update Code: A - Add; C - Change; D - Delete

Note: For Multiple Appointment, complete Multiple P-4 Cards.

APPOINTMENT DATA, P-5 CARD FORMAT

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type - P
2	1	1	Card Number - 5
3	3-5	3	District Number
4	6-7	2	Campus Number
5	8-16	9	Social Security Number
6	17-18	2	Appointment Number: (2-digit numeric; precede with zero) Sequential number of appointments for each employee, beginning each fiscal year 01 -- first appointment 02 -- second appointment ' ' ' ' ' ' ' ' '
7	19-22	4	Not Used
*	---------- End Of Key Area ----------		
8	23-24	2	Appointment Period (weeks): (Numeric - PWZ) Number of weeks for which the appointment is effective. Examples: 39 - academic year (instructor) 48 - eleven months (division chairman) 52 - full year (administrator)
9	25-30	6	Effective Date: Date on which the appointment begins in YYMMDD form. Examples: 75 09 10 - September 10, 1975 75 07 01 - July 1, 1975
10	31-36	6	Expiration Date: Date on which the appointment expires in YYMMDD form Examples: 76 05 20 - May 20, 1976 76 06 30 - June 30, 1976
11	37	1	Appointment Status: (alpha codes) F - full-time P - part-time I - irregular

P-5 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
* 12	38	1	Faculty Rank: (Use alpha codes) If your college does not use rank use 'U' for undesignated

Codes

P	Professor
A	Associate Professor
S	Assistant Professor
I	Instructor
L	Lecturer
T	Teaching Assistant
R	Research Assistant
U	Undesignated
O	Other

13	39	1	Do not use
14	40	1	Tenure Status: (use alpha codes)

Codes

- T - Tenured
- E - Eligible for Tenure
- N - Not Eligible for Tenure
- X - Position not Eligible for Tenure
- U - Untenured (may be used in lieu of E,N,X)

15	41-46	6	Salary: (Numeric - reported in dollars - P W Z) Total salary paid for the appointment during the fiscal year

Examples:	enter
$12,000	012000
$ 557	000557

16	47	1	Leave Status: (alpha code) If not on leave, leave blank.

Codes

- S - Sabbatical
- C - Sickness or convalescent leave
- M - Military leave
- P - Leave with pay
- W - Leave without pay
- O - Other
- X - Unknown

17	48-49	2	PCS Code (Numeric Code)

Two-digit PCS Code of the Appointment

Examples:

- 1.1 Baccalaureate Instruction
- 6.1 Executive Administration
- 5.3 Counseling

(See Section II, Page 1)

*Revised code in FY1977.

P-5 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
18	50-51	2	HEGIS Area: (Numeric code) Two-digit HEGIS Area of the Appointment: Examples: 04-- 0400 Biological Science 17-- 1700 Mathematics 15-- 1500 English 49-- 4900 General Studies 00-- 0000 Hegis Does Not Apply (Secretary)
19	52-54	3	ANNUAL (FISCAL YEAR) FTE: Full-time Annual Equivalency of the employee's appointment. Two decimal place numeric. (Precede with zeros.) DEFINITIONS APPOINTMENT FTE: Appointment FTE is defined to be the institutionally defined full-time equivalency of a given appointment times the fraction of a full (52 week) year of the appointment. (Same definition as Staff Year) Example 1: Full-time teaching appointment for 39 weeks (9 months) $1 \text{ FTE} \times \frac{39 \text{ weeks}}{52 \text{ weeks}} = .75$ appointment FTE Example 2: One-fourth time appointment for one quarter (13 weeks or 3 months) $\frac{1}{4} \text{ FTE} \times \frac{13 \text{ weeks}}{52 \text{ weeks}} = .06$ (1/16) appointment FTE
20	55-79	25	Not Used
21	80	1	Update Code: A - Add C - Change D - Delete

*Revised code in FY1977.

ASSIGNMENT DATA, P-7 CARD FORMAT

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type - P
2	1	1	Card Number - 7
3	3-5	3	District Number
4	6-7	2	Campus Number
5	8-16	9	Social Security Number
6	17-18	2	Appointment Number: (2-digit numeric; precede with zero) Sequential number of appointments for each employee, beginning each fiscal year 01 -- first appointment 02 -- second appointment ' ' ' ' ' ' ' ' '
7	19-20	2	Assignment Number: (Numeric - P W Z) Sequential number of assignments for each employee beginning each fiscal year 01 -- first assignment 02 -- second assignment ' ' ' ' ' '
8	21-22	2	Not Used
*	---------- End Of Key Area ----------		
9	23-30	8	Assignment Program Function/OE Code: Program function for the specific assignment using the first eight digits of the Manpower Assignment Code as described in "A Manual for Manpower Accounting in Higher Education (Minter, 1971)"
10	31-33	3	Assignment FTE: Full-time equivalency of the assignment (two-decimal place numeric - P W Z) The assignment FTE is used to prorate the faculty appointment. It should be based on the staff members full-time equivalency for the length of the assignment.

P-7 Card

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT

Example 1: Teaching a 3-hour course for one semester. Institutional definition of FTE is 30 course hours per year or 15 course hours per semester.
Assignment FTE = 3/15 or .20 FTE

Example 2: Teaching full-time for 9 months
Assignment FTE = 1.00

Example 3: Teaching full-time during one summer term
Assignment FTE = 1.00

Note: Sum of assignment FTE's can equal 1.00 or more. Each assignment should be given a proportionate FTE, however, so that it can be costed appropriately.

11	34-39	6	Assignment Begin Date: Date on which the assignment becomes effective in YYMMDD form
12	40-45	6	Assignment End Date: Date on which the assignment ends in YYMMDD form
13	46-48	3	Assignment Period: (Precede with zero) 3-digit-one decimal place period of the assignment in weeks
14	49-79	31	Not Used
15	80	1	Update Code: A - Add, C - Change, D - Delete

Note: For multiple assignments within each appointment, use Multiple P-7 cards.

FACILITIES INVENTORY

The purpose of the ICCB Facilities Inventory is to provide data about the status of the facilities in the public community colleges of Illinois, and to produce more appropriate facilities utilization reports. To provide for these purposes, it will be essential to develop a facilities inventory for all on-campus facilities.

On-campus facilities are those facilities which are located either on the site where state funds have been appropriated for the construction of permanent facilities or at the legal address of the institution. The facilities cards (F-3 and F-6) contain data relative to cost, year of construction, ownership, and condition. Hence, although it is possible for a facility to include more than one building, if any of the above data are unique for a building, then each building should be considered to be a separate facility. In some cases, it might even be desirable to consider a wing of a building to be a separate facility. This might be when the wing of a building constituted a separate building project.

Facilities inventory data needs to be updated only as new buildings are added to the campus or remodeling makes it necessary. This update should be submitted to ensure current inventory and utilization data.

FACILITY INVENTORY F-3 CARD FORMAT

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type: F
2	2	1	Card Number: 3
3	3-5	3	District Number
4	6-7	2	Campus Number: Two-digit numeric P W Z
5	8-13	6	Facility Identifier: First three columns must contain one of the following-- Column 8, 9, 10 ONC - On-Campus OFF - Off-Campus EXT - Extension FOR - Foreign Column 11,12,13 Must contain locally assigned facility identifier (must be unique) (left justified, alpha-numeric)
6	14-23	10	Not Used
*	----------		End Of Key Area ----------
7	24-59	36	Facility Name: Locally assigned facility name Left Justified
8	60-67	8	Facility Abbreviation: Locally assigned facility abbreviation
9	68-77	10	Location Codes: Institutionally determined for local use.
10	78-79	2	Not Used
11	80	1	Update

FACILITIES INVENTORY, F-6 Card Format

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type: F
2	2	1	Card Number: 6
3	3-5	3	District Number
4	6-7	2	Campus Number: Two-digit numeric P W Z
5	8-13	6	Facility Identifier: Unique facility name or number (alpha-numeric - L J) Columns 8, 9, and 10 must contain ONC for On-Campus Facilities to match S-6 cards data Columns 11, 12, and 13 must contain locally assigned identifier of the facility (usually building identifier)
6	14-23	10	Not Used
* ---------- End Of Key Area ----------			
7	24-30	7	Gross Area: (numeric - P W Z) in square feet. The sum of floor areas of the facility measured in terms of gross square feet
8	31-34	4	Year of Construction: (Numeric - four digit) Year when facility was constructed (completed)
9	35-42	8	Book Value: (Numeric - P W Z) The dollar amount carried by the institution on its financial records as the book value of the facility. Generally the original cost of construction plus remodeling or additions. Should not include moveable equipment.
10	43-50	8	Estimated Replacement Cost: (Numeric - P W Z) The estimated cost to replace the facility at the time of the inventory or cost of leasing a leased facility. (Probably insured amount of owned facility)
11	51	1	Ownership Code: (alpha) O Owned Fee Simple (owned outright with no restriction) A Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization) Capital Development Board project H Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements). Illinois Building Authority Projects

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT

L Not owned by the institution, but leased or rented to the institution at a typical local rate.

C Not owned by the institution, but made available to the institution either at no cost or at a nominal rate

S Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.

T Not owned by the institution, but shared with another postsecondary educational institution.

X Other (e.g., not owned by the institution, but shared with a non-educational institution).

12 52 1 Condition Code: (alpha)

S	Satisfactory	Suitable for continued use with normal maintenance
A	Remodeling-A	Requires restoration to present acceptable standards without major room use changes, alterations, modernizations, or expansion. The approximate cost of Remodeling A is not greater than 25% of the estimated replacement cost of the facility.
B	Remodeling-B	Requires major updating and/or modernization of the facility. The approximate cost of Remodeling B is greater than 25%, but not greater than 50% of the estimated replacement cost of the facility.
C	Remodeling-C	Requires major remodeling of the facility. The approximate cost of Remodeling C is greater than 50% of the replacement cost of the facility.
D	Demolition	Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories S, A, B, & C. If a facility is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.
T	Termination	Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over S, A, B, & C. If a facility is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

Facility Inventory, F-6 Card Format

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
13	53	1	Functional Suitability: Institutionally defined rating for the appropriateness of the facility to its assigned activity S - Satisfactory M - Needs major renovation E - Needs fixed equipment I - Inadequate
14	54-59	6	Facility Inventory Date: Current date when inventory is being done
15	60-64	5	Local Funds: (numeric PWZ) Amount in thousands of dollars obtained from local funds for the book value this facility
16	65-69	5	State Funds: (numeric PWZ) Amount in thousands of dollars obtained from state funds for the book value of this facility
17	70-74	5	Federal Funds: (numeric PWZ) Amount in thousands of dollars obtained from federal funds for the book value of this facility
18	75-79	5	Other Funds: (numeric PWZ) Amount in thousands of dollars obtained from other sources such as private donations, foundations, etc.
19	80	1	Update Codes: A - Add; C - Change; D - Delete

B-3 Card Format

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type: B
2	2	1	Card Number: 3
3	3-5	3	District Number
4	6-7	2	Campus Number:
5	8-13	6	Facility Identifier: First three columns must contain one of the following-- Column 8, 9, 10 ONC - On-Campus; OFF - Off-Campus; EXT - Extension; FOR - Foreign. Column 11,12,13 Must contain locally assigned facility identifier (must be unique) (left justified, alpha-numeric)
6	14-19	6	Building Identifier: Locally assigned - alpha-numeric identifier of building (must be unique)
7	20-23	4	Not Used
*	---------- End Of Key Area ----------		
8	24-30	7	Assignable Area: All areas available to occupant, in square feet
9	31-37	7	Non-Assignable Area: All non-assignable area of a building, in square feet. Should equal sum of items 10,11,12,13.
10	38-43	6	Custodial Area: Custodial area of a building, in square feet
11	44-49	6	Circulation Area: Non-Assignable area--area in square feet required for physical access to some subdivision of space
12	50-55	6	Mechanical Area: Mechanical area of a building, in square feet
13	56-61	6	Structural Area: Structural area of a building, in square feet (Numeric - P W Z)
14	62-63	2	Number of Levels: Number of floor levels in the building (numeric - P W Z)

B-3 Card Format (cont.)

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
15	64	1	Structural Type: Numeric codes that designate the construction components of the building 1. Load-bearing masonry wall and steel 2. Load-bearing masonry and re-enforced concrete 3. Steel skeleton and masonry walls 4. Steel skeleton and curtain walls 5. Re-enforced concrete 6. Wood frame 7 Other
16	65-70	6	Initial Occupancy Date: Date the building was first occupied, in YYMMDD form
17	71	1	Building Type: P - Permanent I - Interim (temporary) U - Not usable for any purpose
18	72-79	8	Not Used
19	80	1	Update Code: A - Add; C - Change; D - Delete

Note: Check DHEW Publication No. (OE) 74-11424 Facilities Inventory and Classification Manual, 1973, for detailed definitions, explanations and procedures for doing facilities inventory.

Room Inventory Data, R-3 Card Format

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Card Type: R
2	2	1	Card Number: 3
3	3-5	3	District Number
4	6-7	2	Campus Number: PWZ
5	8-13	6	Facility Identifier: First three columns must contain one of the following-- Column 8, 9, 10 ONC - On-Campus OFF - Off-Campus EXT - Extension FOR - Foreign Column 11,12,13 Must contain locally assigned facility identifier (must be unique) (left-justified, alpha numeric)
6	14-19	6	Building Identifier: Locally assigned - alpha-numeric identifier of building (must be unique)
7	20-23	4	Room Identifier: Locally determined room identifier-- alpha-numeric left justified - (must be unique)
*	---------- End Of Key Area ----------		
8	24	1	Not Used
9	25-27	3	Room Use: Primary use of rooms in accordance with the Higher Education Facilities Inventory and Classification Manual (Romney, 1972) Appendix 6.2; pages 47-81
10	28-31	4	Room Use Description: Institutionally defined code to be used in addition to Room Use Type
11	32-38	7	Assignable Square Feet (area):
12	39-46	8	Organizational-Unit-Room: (alpha-numeric - left justified) An institutionally defined code (name) for the organizational unit to which the room is assigned
13	47-48	2	Program Identifier: (two-digit HEGIS Program Code) See Program Classification Categories, Appendix 6.3 DHEW Publication No. (OE) 74-11424 Facilities Inventory and Classification Manual, 1973 Examples: 1.1 General Academic 1.2 Occupational 4.1 Library 5.3 Counseling

ITEM	CARD COLUMN	FIELD LENGTH	SUBJECT
14	49-52	4	Program Category: Four digit HEGIS Discipline Code See Appendix 6.4, of DHEW Publication No. (OE) 74-11424 Facilities Inventory and Classification Manual, 1973
15	53-57	5	Design Capacity: (Numeric - P W Z) The number of stations which a room is designed to accomodate at one time when used in the manner originally intended
16	58-62	5	Actual Number of Stations: (Numeric - P W Z)
17	63-68	6	Not Used
18	69	1	Station Type: (alpha code) Institutionally defined type of station in a room
19	70	1	Functional Suitability: (alpha code) S - Satisfactory M - Needs Major Renovation N - Needs Equipment I - Inadequate
20	71	1	Room Accessibility: (alpha code) Accessibility to a wheel chair person Y - Yes N - No X - Unknown
21	72-73	2	Special Facilities and Equipment Availability: (Special Use Codes to be Developed)
22	74-79	6	Room Inventory Date: Date of this room inventory in YYMMDD form
23	80	1	Update Code: A - Add; C - Change; D - Delete

Course Master Card Format - M3

Item	Card Column	Field Length	Subject
1	1	1	Card Type - Punch 'M'
2	2	1	Card Number - Punch '3'
3	3-5	3	District Number
4	6-7	2	Campus Number: Two Digit Numeric, Precede with Zeros.
5	8-12	5	Course Identification Prefix: Alpha Numeric, Left Justify.
6	13-16	4	Course Identification Number: Alpha Numeric, Left Justify.
7	17-18	2	Sequence Key: Numeric, PWZ. Note that the sequence key is punched only for changes. For example, a course master file list shows the following course:

Course ID	Course Num	Seq	Course	Title
MATH	0101	01	College	Algebra

If the course title is to be changed to 'BASIC MATHEMATICS', then an 'M3' and 'M6' card would need to be punched with a 'C' in column 80 and an '01' in the sequence key. In other words, keypunch only the sequence number of the record that you wish to change.

8	19-54	36	Course Title: Alpha Numeric, Left Justify.
9	55-56	2	Program Classification Code: Numeric. Use only the following codes:

'11' - Baccalaureate
'12' - Occupational
'13' - Non-credit Community Education
'14' - Remedial/Developmental
'15' - General Studies
'16' - Development and/or Review of Vocational Skills

10	57-60	4	HEGIS code: Numeric. Use only the following ranges by PCS category:

Category	PCS	HEGIS Range
Baccalaureate	1.1	0101 to 4985
Occupational	1.2	0101 to 5999
Non-Credit	1.3	0101 to 5999
Remedial/Developmental	1.4	0101 to 5999
General Studies	1.5	0101 to 5999
Development/Review Voc Skills	1.6	0101 to 5999

11	61-68	8	Not Used.
12	69-73	5	Curriculum Prefix: Alpha-Numeric Left Justified. This field and the next (item 13) are a cross reference to the curriculum master file and pinpoints the specific curriculum under which this course was approved.
13	74-77	4	Curriculum Number: Alpha Numeric. Left Justified. See above item 12 for explanation.
14	78-79	2	Not Used.
15	80	1	Update Code. A - Add, C - Change

COURSE MASTER CARD FORMAT - M6

Item	Card Column	Field Length	Subject
1	1	1	Card Type - Punch 'M'
2	2	1	Card Number - Punch '6'
3	3-5	3	District Number
4	6-7	2	Campus Number. Two Digit Numeric, Precede with Zeroes.
5	8-12	5	Course Identification Prefix: Alpha Numeric Left Justify
6	13-16	4	Course Identification Number: Alpha Numeric Left Justify
7	17-18	2	Sequence Key: Numeric, PWZ. For changes only (See M3 card narrative on sequence key for explanation)
8	19-20	2	Not Used:
9	21	1	Credit Type: D-Degree and Certificate C - Certificate only
10	22-23	2	Not Used:
11	24	1	Variable Credit Hours: V - Variable N - Non-variable
12	25-28	4	Number of Credit Hours: Two decimal place numeric, PWZ. (99V99)
13	29-32	4	Lecture Weekly Contact Hours. Two decimal place numeric, PWZ (99V99)
14	33-36	4	Lab Weekly Contact Hours: Two decimal place numeric, PWZ (99V99)
15	37-40	4	Course Duration: Numeric PWZ. Number of days course would normally be in session, based upon the contact hours specified in items 13 and 14.
16	41	1	Not Used:
17	42-47	6	Course Initial Effective Date. (YYMMDD) Numeric. The date on which the new or revised course should take effect.

Item	Course Column	Field Length	Subject
18	48-53	6	Course Ending Effective Date (YYMMDD) Numeric. For adds (A in column 80) this date would not be punched. For changes (C in column 80) this date represents the time that the old sequence is to be terminated.
19	54-79	26	No not use: Reserved for data to be entered by ICCB MIS.
20	80	1	Update Code: A - Add C - Change Note: Adds (A) may only be used in a case where there is no corresponding course prefix and number on file, even in a withdrawn status.

CURRICULUM MASTER CARD FORMAT--D3

Item	Card Column	Field Length	Subject
1	1	1	Card Type - Punch 'D'
2	2	1	Card Number - Punch '3'
3	3-5	3	District Number
4	6-7	2	Campus Number: Two Digit Numeric - PWZ
5	8-12	5	Curriculum Identification Prefix: Alpha Numeric, Left Justify
6	13-16	4	Curriculum Identification Number: Alpha Numeric, Left Justify
7	17-18	2	Sequence Key: Numeric, PWZ. Note that the sequence key is punched only for changes. For example, a curriculum master file list shows the following curriculum: CURR ID — CURR NUM — SEQ NO — CURRICULUM TITLE ACCT — 0500 — 01 — Accounting If the curriculum title is to be changed to "Basic Accounting," then a 'D3' and 'D6' card would need to be punched with a 'C' in Column 80 and an '01' in the sequence key. In other words, keypunch only the sequence number of the record that you wish to change.
8	19-54	36	Curriculum Title: Alpha Numeric, Left Justify
9	55-56	2	Program Classification Code: Numeric. Use only the following codes: '11' - Baccalaureate '12' - Occupational '13' - Non-Credit Community Education '14' - Remedial/Developmental '15' - General Studies '16' - Development and/or Review of Vocational Skills
10	57-60	4	HEGIS Code: Numeric
11	61-62	2	Not Used

Item	Card Column	Field Length	Subject
12	63-68	7	OE Curriculum Code - DVTE: Numeric PWZ
13	69-79	11	Not Used
14	80	1	Update Code: A - Add; C - Change

CURRICULUM MASTER CARD FORMAT - D6

Item	Card Column	Field Length	Subject
1	1	1	Card Type - Punch 'D'
2	2	1	Card Number - Punch '6'
3	3-5	3	District Number
4	6-7	2	Campus Number: Two Digit Numeric - PWZ
5	8-12	5	Curriculum Identification Prefix: Alpha Numeric, Left Justify
6	13-16	4	Curriculum Identification Number: Alpha Numeric, Left Justify
7	17-18	2	Sequence Key: (See D3 explanation)
8	19-20	2	Cooperative Program: Use the following codes if this curriculum is a cooperative program; else leave blank. C1 - Intra-district agreement with other community colleges of a given district. C2 - Inter-district agreement. C3 - Senior public institution agreement. C4 - Private institution agreement. C5 - Proprietary institution agreement. C6 - Interstate agreement. C7 - Local, state, or federal agency agreement.
9	21-22	2	Degree or Certificate Type: Use only codes shown Form 20A.
10	23-36	14	Not Used
11	37-40	4	Minimum Credit Hours to Complete: Numeric, PWZ, 999V9
12	41	1	Not Used
13	42-47	6	Curriculum Initial Effective Date: (YYMMDD) Numeric. The date on which the new or revised course should take effect.
14	48-53	6	Curriculum Ending Effective Date: (YYMMDD) Numeric. For Adds (A in Column 80) this date should not be punched. For Changes (C in Column 80) this date represents the time that the old sequence is to be terminated.

Item	Card Column	Field Length	Subject
15	54-79	26	Do Not Use: Reserved for data to be entered by ICCB MIS.
16	80	1	Update Code: A - Add; C - Change. NOTE: Adds (A) may only be used in a case where there is no corresponding curriculum prefix and number on file, even in a withdrawn status.

S E C T I O N IV

ICCB MIS DATA BASE DIRECTORY

(To Be Inserted)

Appendix A

ICCB MIS Modular Implementation Schedule

The implementation of the ICCB MIS is developed on a modular approach. The modular approach permits successful implementation and use of one module before another is readied. Staff familiarity and expertise can be gained on a one-module-at-a-time basis. This permits the staff to direct its efforts more efficiently to both the ongoing operations, as well as the developing modules. In addition, a module and its component parts are separately priced and, therefore, any module or component may be moved ahead or back on the time schedule for completion as priorities dictate. Phase II of the MIS project is designed to extend over a period of thirty months, from April, 1974 through September, 1976. Phase II is designed in modular form with seven basic modules forming the total system. A description of each module of the Phase II project appear below:

PHASE II MODULES OF THE ICCB MIS

Module I -- Course and Curricula Approval and Apportionment Claims Processing

A. A module for the processing of course and curriculum approvals will be developed. The module will include the capability for online updating and retrieval of information contained in the course and curriculum data base. The ability to link courses to specific curriculum and vice-versa will be provided.

B. The data base will be accessed in batch mode also, in order to process apportionment verification claims as well as making major updates or changes to either the course or curriculum master file. The apportionment claim verification will edit each entry and calculate the amount due.

Module II -- Budget

The budget module will be used to interface with the IBHE Project RAMP and to enable the finance staff to model the results of alternative funding schemes. This module would contain a budget generator to create various budget alternatives as well as a standard set of reports which could be distributed to legislative and other groups. The data base that will support this module would contain a seven to ten year historical file in order to make comparisons with past years' data.

A) RAMP Report System
B) Financial Report System
C) Special Reports System

Module III -- Institutional Characteristics

In order to provide the institutional data needed by external agencies for the review of proposed budgets and to support issues such as financing or the funding of proposed special projects, the institutional characterisitecs file would be created. This file would support an online inquiry and reporting facility. In addition, this module would provide for the generation of each of the basic reports (such as the current enrollment and curricula offering reports) that is currently produced on a regular schedule for informational purposes to the Illinois community at large.

A) Enrollment Report System
B) Curriculum and Course Report System
C) Public Service Report System
D) General Institutional Characteristic Report System
E) Personnel Directory Report System

Module IV -- Office Operations

This module is designed to support the standard business and accounting functions that must be maintained internally by the Community College Board. These include A) accounts payable, B) mailing lists and directories, and C) office inventory control. In the accounting area, an allotment expenditure ledger system of special reports in conjunction with the state accounting system would be implemented as well as creating an automated accounts payable to interface with the comptroller's office. The mailing list system would maintain a directory of names and addresses, and generate mailing labels and lists of the many informational mailings that are prepared by the Board. A system would also be developed to provide inventory control of all office equipment maintained by the Board office.

A) Accounts Payable
B) Mailing Lists
C) Inventory Control

Module V -- Facilities Inventory and Utilization

This module would be divided into three components. The first two, A and B, support a facilities inventory, and the third, C, would support utilization data. This application would make considerable use of the data required by the Illinois Board of Higher Education and the U.S. Office of Education on facilities inventory and facilities utilization. As has been experienced by other governmental and coordinating agencies, this module is one of the most expensive and difficult (especially in the area of utilization) systems to implement.

A) Facilities Inventory, Part 1
B) Facilities Inventory, Part 2
C) Facilities Utilization

Module VI -- Faculty and Staff

Similar to facilities, the faculty and staff module would be divided into two components. The first, A) Inventory--would be implemented; then followed by B) Utilization. This system again is difficult to implement and would be linked both to facilities and the courses to calculate utilization. The faculty module must also recognize the sensitivity of this particular area as well as the requirement for security and privacy safeguards.

A) Inventory
B) Utilization

Module VII -- Student-Based Policy Analysis

A student-based policy data subsystem is to be developed to meet some of the particular policy analysis and research problems which confront the community colleges. This system will provide data which describes the process of post-secondary education not only in institutional references, but in student terms as well. The system will interface data which is to be provided by testing agencies such as ACT, and CEEB, Illinois public four year institutions, Illinois State Scholarship Commission, Division of Vocational Technical Education, as well as the community colleges. The system will provide the capability to maintain longitudinal files on a sample of students within the Community College System.

A) File maintenance
B) Interfacing techniques
C) Regular Report System
D) Special Statistical Assemblages

Summary

Module I -- Course and Curricula Approval and Apportionment Claims Processing
Module II -- Budget
Module III -- Institutional Characteristics
Module IV -- Office Operations
Module V -- Facilities Inventory and Utilization
Module VI -- Faculty and Staff
Module VII -- Student-Based Policy Analysis

July 1, 1977

Appendix B

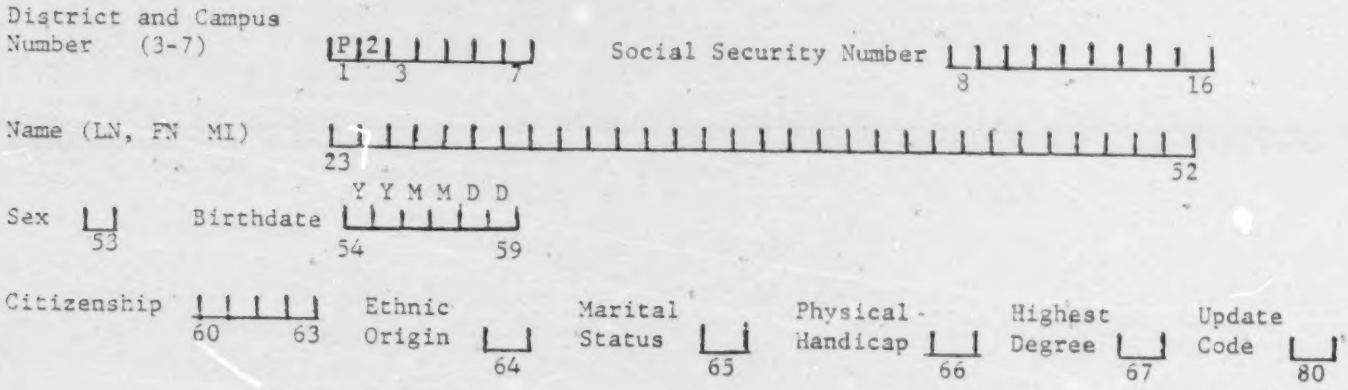
Copies of Course and Curriculum Approval Request Forms

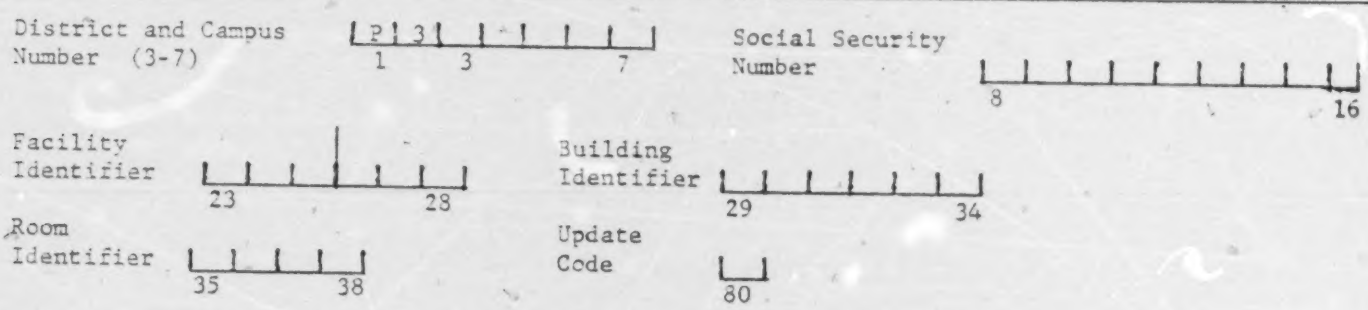
(Form 15 and Form 20A)

NOTE: Appendix B has been deleted due to poor reproducibility.

Appendix C

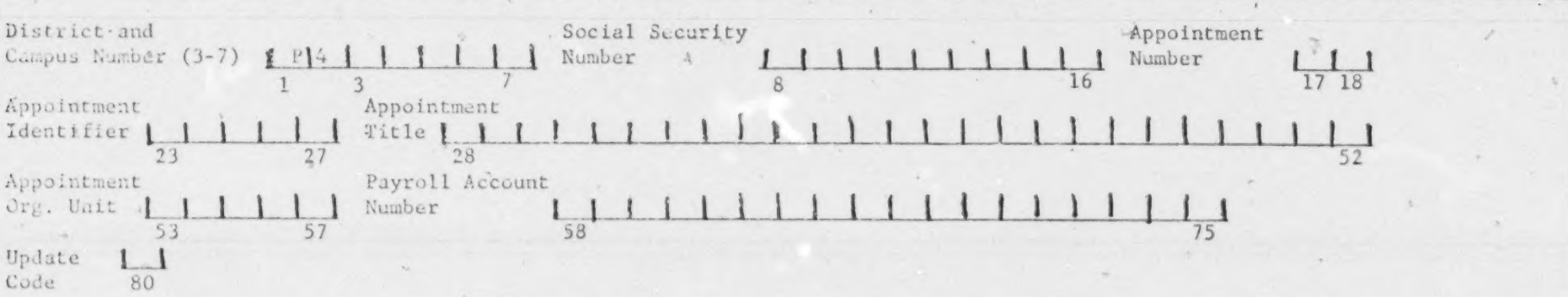
Copies of Keypunch Forms for the Faculty and Facility Data Formats

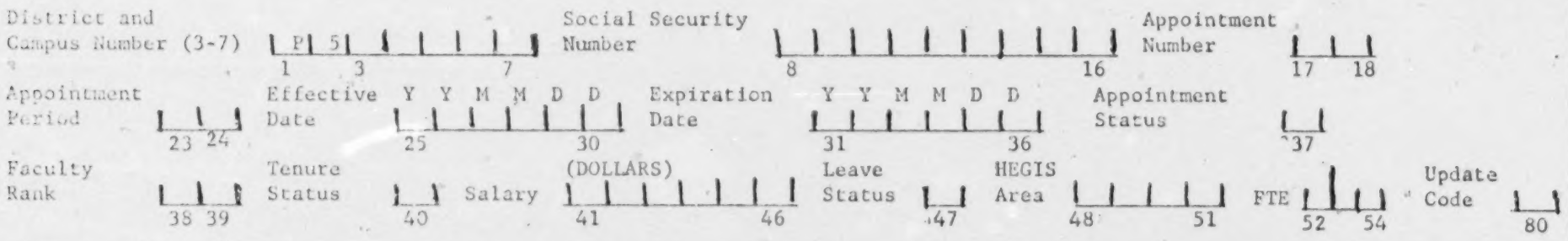


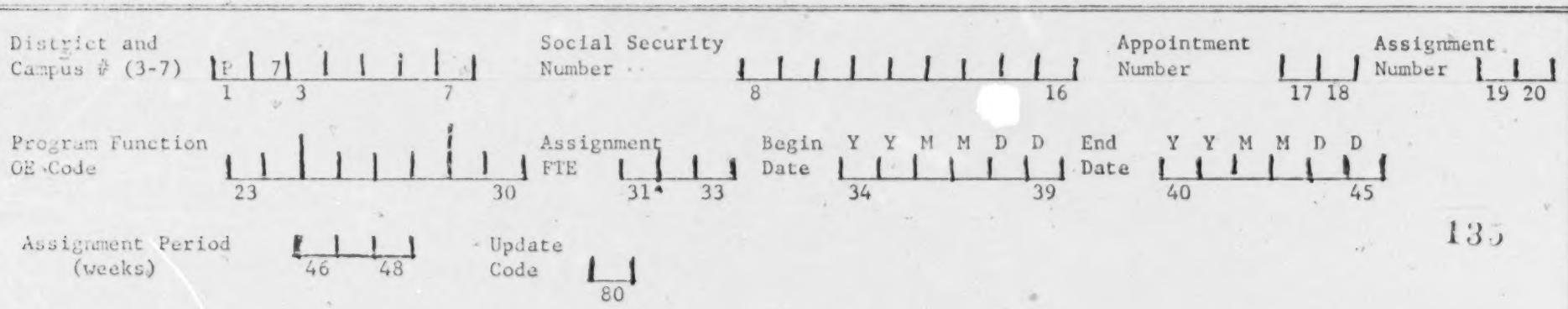


Fill out a P-2 and a P-3 for each person reported.

NOTE: Key on any 'P' card in Columns 1 - 22.

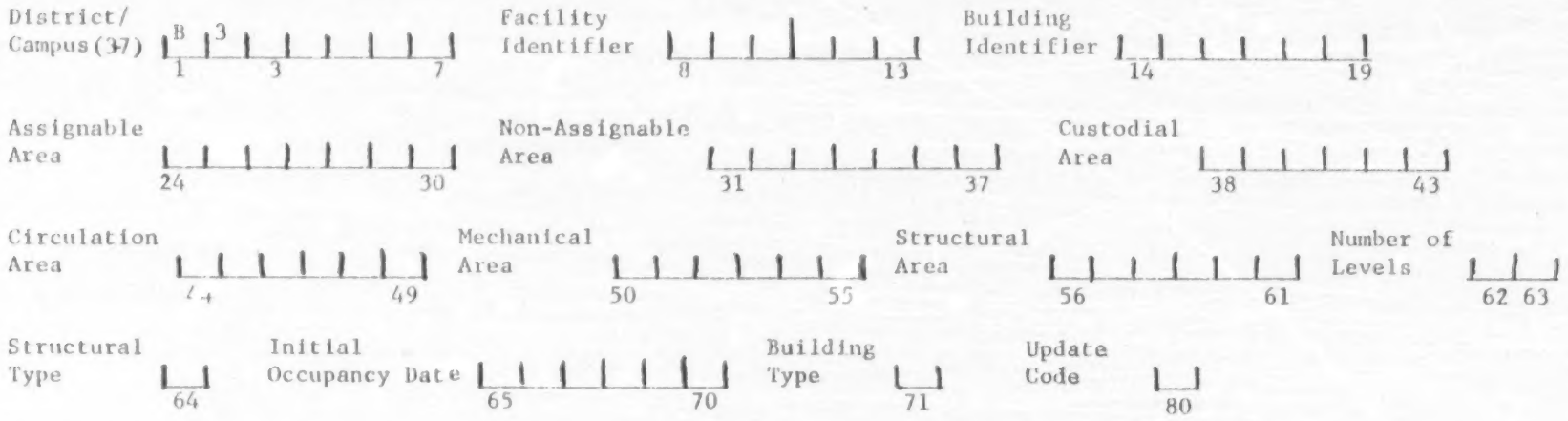

District and Campus Number (3-7)
P 4
1 3 7
Social Security Number
8 16
Appointment Number
17 18
Appointment Identifier
23 27
Appointment Title
28 52
Appointment Org. Unit
53 57
Payroll Account Number
58 75
Update Code
80


District and Campus Number (3-7)
P 5
1 3 7
Social Security Number
8 16
Appointment Number
17 18
Appointment Period
23 24
Effective Date
Y Y M M D D
25 30
Expiration Date
Y Y M M D D
31 36
Appointment Status
37
Faculty Rank
38 39
Tenure Status
40
Salary (DOLLARS)
41 46
Leave Status
47
HEGIS Area
48 51
FTE
52 54
Update Code
80

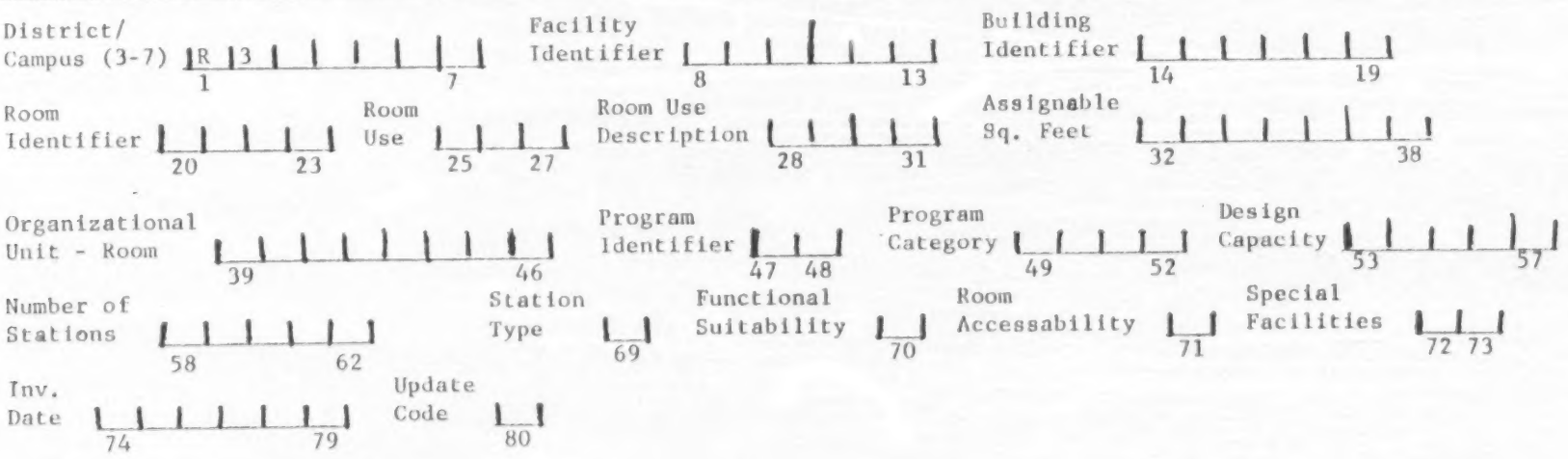

District and Campus # (3-7)
P 7
1 3 7
Social Security Number
8 16
Appointment Number
17 18
Assignment Number
19 20
Program Function OE Code
23 30
Assignment FTE
31 33
Begin Date
Y Y M M D D
34 39
End Date
Y Y M M D D
40 45
Assignment Period (weeks)
46 48
Update Code
80

135

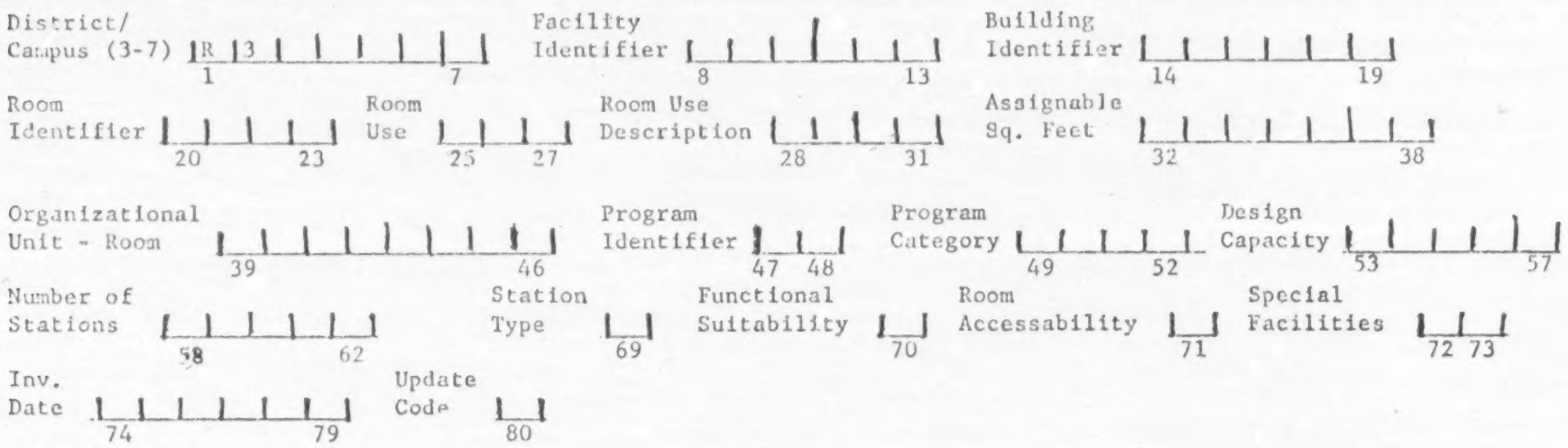
FACILITY INVENTORY - BUILDING B-3 Card Format Worksheet #2



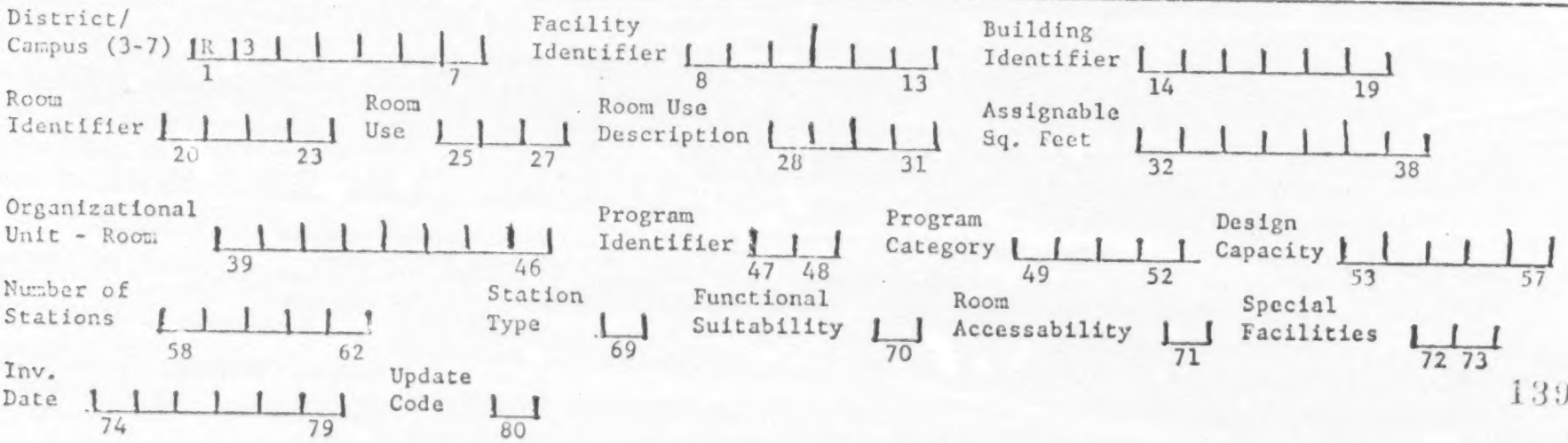
FACILITY INVENTORY - ROOMS R-3



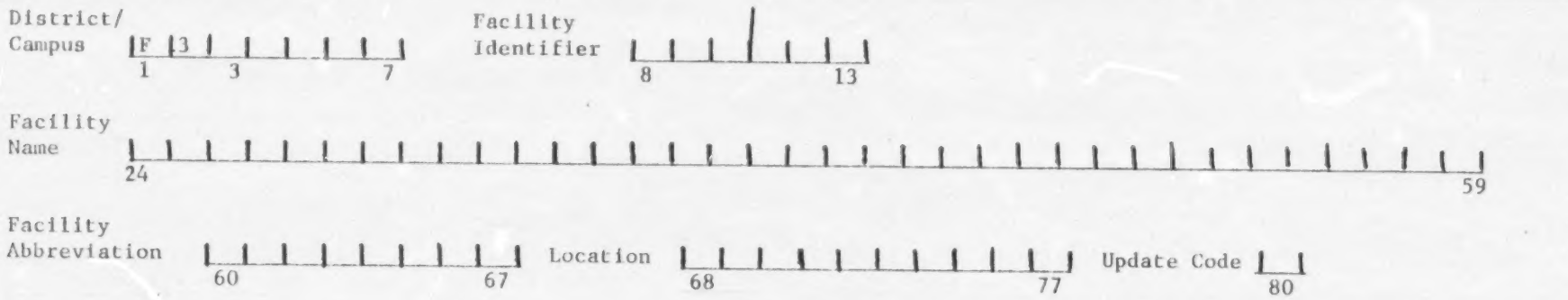
NOTE: Key area in Columns 1 - 23 on any Facility Card.

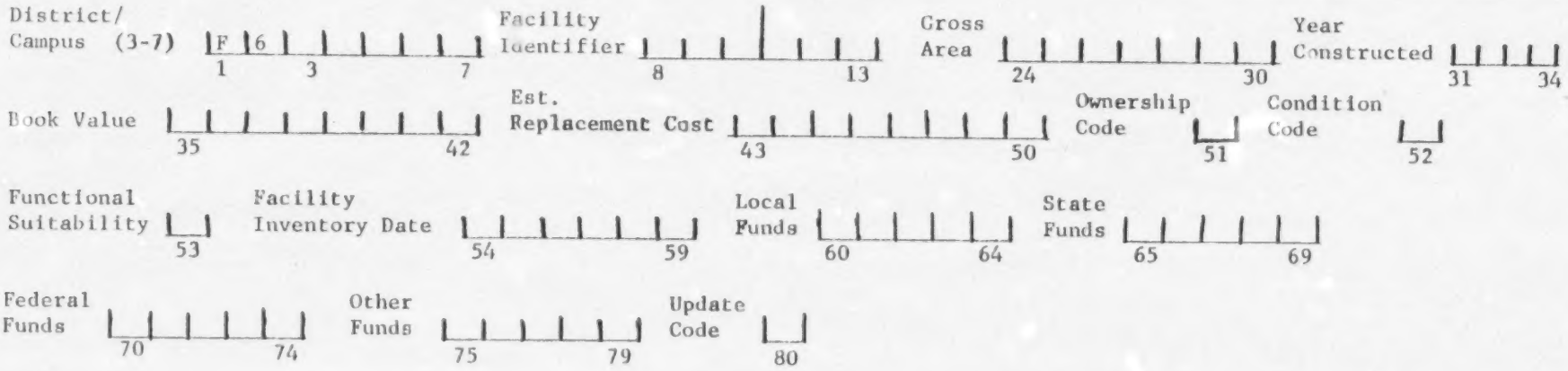


FACILITY INVENTORY - ROOMS R-3



FACILITY INVENTORY - FACILITIES (F-3), (F-6) WORKSHEET #1
Card Format





July 1, 1977

Appendix D

Keypunch and Verification Instructions for
Course and Curriculum Master File Cards

KEYPUNCH AND VERIFICATION INSTRUCTIONS

SYSTEM	Course Master Cards	JOB NO.	DATE
CARD STOCK	FORM #	CORNER CUT	CARD COLOR	STRIPE

NO.	FIELD NAME	Columns From	Columns To	No. of Cuts	*	**	SPECIAL INSTRUCTIONS	Vend. ✓
1	Card Identification	1	2	2	A/N	PAS	'M3'	
2	District Number	3	5	3	N			
3	Campus Number	6	7	2	N	PWZ		
4	Course Identification Prefix	8	12	5	A/N	LJ		
5	Course Identification Number	13	16	4	A/N	LJ		
6	Sequence Key	17	18	2	N	PWZ	For changes only	
7	Course Title	19	54	36	A	LJ		
8	Program Code	55	56	2	N			
9	HEGIS Discipline Code	57	60	4	N			
10	Not Used	61	68	8	S			
11	Curriculum Area-Div	69	73	5	A/N	LJ		
12	Curriculum AREA - Number	74	77	4	A/N	LJ		
13	Not Used	78	79	2	S			
14	Update Code	80	80	1	A		A - ADD C - Change	
15								
16								
17								
18								
19								
20								

NOTES:

* A – Alpha
N – Numeric
D – Dup
S – Skip

** PWZ – Precede with Zeros
RJ – Right Justify
LJ – Left Justify
LZP – Left Zero Print
PS – Print Suppression

PAS – Punch as Shown
SB – Skip if Blank
PZB – Punch Zeros if Blank
FWZ – Fill with Zeros

PENFIELD ANSWERIFICATION INSTRUCTIONS

SYSTEM: Course Master File			JOB NO.:	DATE
CARD PUNCH	Order #	CORNER CUT	CARD COLOR	STRIPE

NO.	FIELD NAME	Columns From	Columns To	No. of Cols.	*	**	SPECIAL INSTRUCTIONS	NOTES
1	Card Identification	1	1	1	A	PAS	'M'	
2	Card Number	2	2	1	N	PAS	'6'	
3	District Number	3	5	3	N			
4	Campus Number	6	7	2	N	PWZ		
5	Course Identification Prefix	8	12	5	N/A	LJ		
6	Course Identification Number	13	16	4	N/A	LJ		
7	Sequence Key	17	18	2	N	PWZ	For changes only	
8	Not used	19	20	2	A			
9	Credit Type	21	21	1	A			
10	Not Used	22	23	2	S			
11	Variable Credit Hours	24	24	1	A			
12	Credit Hours, Number of	25	28	4	N	PWZ	99V99	
13	Lecture Weekly Contact Hrs.	29	32	4	N	PWZ	99V99	
14	Lab Weekly Contact Hrs.	33	36	4	N	PWZ	99V99	
15	Course Duration	37	40	3	N	PWZ	9(4)	
16	Not Used	41	41	1	S			
17	Course Initial Effective Date	42	47	6	N		YYMMDD	
18	Course Ending Effective Date	48	53	6	N		YYMMDD	
19	Approval Request Date	54	59	6	N		YYMMDD	
20								

NOTES:

* A – Alpha
N – Numeric
D – Date
S – Skip

** PWZ – Punch with Zeros
SP – Right Justify
LJ – Left Justify
LZP – Left Zero Punch
ZS – Zero Suppress

PAS – Punch as is
SB – Skip if Blank
PZB – Punch Zeros if Blank
FWZ – Fill with Zeros

KEYPUNCH AND VERIFICATION INSTRUCTIONS

SYSTEM			JOB NO.:	DATE
CARD STOCK	FORM #	CORNER CUT	CARD COLOR	STRIPE

NO	FIELD NAME	Columns From	Columns To	No. of Cols.	*	**	SPECIAL INSTRUCTIONS	Verify ✓
1	Approval Status	60	60	1	A		P-Pending D-Disapproval A-Approval W-Withdrawn	
2	Approval Date	61	66	6	N		YYMMDD	
3	Change	67	72	6	N		YYMMDD	
4	Record Updated By	73	76	4	A	LJ	Initials	
5	Not Used	77	79	3	S			
6	Update Code	80	80	1	A		A-Add, C-Change	
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

NOTES:

* A – Alpha
N – Numeric
D – Dup
S – Skip

** BWZ – Precede with Zeros
RJ – Right Justify
LJ – Left Justify
LZP – Last Zero Print
PS – Print Suppression
PAS – Punch as Shown
SB – Skip if Blank
PZB – Punch Zeros if Blank
FWZ – Fill with Zeros

KEYPUNCH AND VERIFICATION INSTRUCTIONS

SYSTEM: Curriculum Master File		JOB NO.:	DATE
CARD STOCK	COLUMNS OUT	CARD COLOR	STRIPE

NO.	FIELD NAME	Columns From	Columns To	Number of Cols.	*	**	SPECIAL INSTRUCTIONS	Verify ✓
1	Card Identification	1	1	1	A	PAS	'D'	
2	Card Number	2	2	1	N	PAS	'3'	
3	District Number	3	5	3	N			
4	Campus Number	6	7	2	N	PWZ		
5	Curriculum Division	8	12	5	N/A	LJ		
6	Curriculum Number	13	16	4	N/A	LJ		
7	Sequence Key	17	18	2	N		For changes only	
8	Curriculum Title	19	54	36	A	LJ		
9	Program Code	55	56	2	N			
10	HEGIS Discipline Code	57	60	4	N			
11	Not Used	61	62	2	S			
12	OE Curriculum Code - DVTE	63	68	7	N			
13	Not Used	69	79	11	S			
14	Update Code	80	80	1	A		A-Add, C-Change	
15								
16								
17								
18								
19								
20								

NOTES:

* A – Alpha
N – Numeric
D – Dollar
S – Skip

** PWZ – Punch with Zeros
SJ – Right Justify
LJ – Left Justify
LZP – Left Zero Punch
PS – Punch Suppression
PAS – Punch as Shown
SB – Skip to Blank
PZB – Punch Zeros if Blank
PWZ – Fill with Zeros

KEYPUNCH AND VERIFICATION INSTRUCTIONS

SYSTEM: Curriculum Master File			JOB NO.:	DATE
CARD STOCK	FORM #	CORNER CUT	CARD COLOR	STRIPE

NO.	FIELD NAME	Columns From	Columns To	No. of Cols.	*	**	SPECIAL INSTRUCTIONS
1	Card Identification	1	1	1	A	PAS	'D'
2	Card Number	2	2	1	N	PAS	'6'
3	District Number	3	5	3	N		
4	Campus Number	6	7	2	N	PWZ	
5	Curriculum Division	8	12	5	N/A	LJ	
6	Curriculum Number	13	16	4	N/A	LJ	
7	Sequence Key	17	18	2	N	PWZ	For changes only
8	Cooperative Program	19	20	2	A/N		
9	Degree or Certificate Type	21	22	2	A		
10	Not Used	23	36	14	S		
11	Minimum Credit Hours to Complete	37	40	4	N	PWZ	999V9
12	Not Used	41	41	1	A	S	
13	Curriculum Initial Effective Date	42	47	6	N		YYMMDD
14	Curriculum Ending Effective Date	48	53	6	N		YYMMDD
15	Approval Request Date	54	59	6	N		YYMMDD
16	Approval Status	60	60	1	A		P-Pending, D-Disapproval A-Approval, W-Withdrawn
17	Approval Date	61	66	6	N		YYMMDD
18	Approval Withdrawal Date	67	72	6	N		YYMMDD
19	Record Updated By	73	76	4	A	LJ	Initials
20	Not Used	77	79	3	S		

NOTES:

UNIVERSITY OF CALIF.
LOS ANGELES
AUG 8 1977
CLEARINGHOUSE FOR
JUNIOR COLLEGES

* A – Alpha
N – Numeric
D – Date
S – Skip

** PWZ – Precede with Zeros
RJ – Right Justify
LJ – Left Justify
LZP – Left Zero Print
PS – Print Suppression

PAS – Punch as Shown
SB – Skip if Blank
PZB – Punch Zero if Blank
FWZ – Fill with Zeros